Chapter Five Table of Contents

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Eureka

OVERVIEW

Eureka is an independent software package used in conjunction with DPAS to enable users the capabilities to view pre-existing reports, perform ad hoc queries, analyze data, and create simple to sophisticated reports from within a Microsoft Office Desktop environment.

Documents may begin as a simple QuickQuery and evolve into sophisticated FreeForm presentations.

Eureka offers two ways to create documents:

- **QuickQuery** - provides you a set of interactive tools that let you view data as you build your query in a spreadsheet-like environment. It provides the fastest way to build design documents whose content is limited to column values and custom calculations. You can add page headers and footers. You can group data and include totals for each group. QuickQuery also lets you define and store multiple query filters and apply them individually or in combination with each other.

- **FreeForm** - allows you the ability to lay out your document without the constraints of QuickQuery. You can add page headers and footers, document headers and footers and group headers, and other types of document areas. Using the FreeForm function, you will develop a customized report, with the capability to make that report as simple or complex as necessary. FreeForm allows you the freedom to design all aspects of the report.

Both QuickQuery and FreeForm offer a step-by-step Wizard in designing reports.

Design documents can be quick and simple, composed of just a few unformatted database columns arranged in rows. They can be complex, highly formatted documents that include charts and crosstabs as well as other documents. When you create output documents, Eureka creates and submits database queries. A document may include one query or several.

Eureka Reporter Designer comes packaged for DPAS in these editions:

- **Reporter Designer** - gives you both interactive QuickQuery tools and powerful FreeForm tools to create queries, reports, charts, and crosstabs.

- **Reporter Viewer** - lets you submit queries for already defined documents and view, print, export, and save the results. The Reporter Viewer is designed for users that do not have Eureka installed.

OBJECTIVES

This course is designed for you to develop progressively greater competencies in the use of the *Eureka* Reporter Designer.

Upon completing this course, you should be proficient in the use of *Eureka* to retrieve from DPAS, the information necessary to accomplish your assigned duties.

Learning To Use Eureka

The process of creating a document using Eureka is as simple as defining the objects you want to appear on your document and placing them on the document. Eureka also includes many advanced query design features.

Terminology

Eureka has its own set of data base terminology, such as areas, area objects, hot objects, iqo, iqr, etc. These will be explained during the course of this training.

Mouse Terminology

This is the terminology used for mouse actions:

Term	Action
Click	Move the mouse pointer to an object. Then press and release the left mouse button (without moving the mouse). In *Eureka*, clicking an object selects it or deselects it. When an object is selected, menu items and keyboard actions affect that object (unless they are global actions).
Double-click	Move the mouse pointer to an object. Then press and release the left mouse button twice in rapid succession, without moving the mouse pointer. In *Eureka*, double-clicking opens a dialog box that lets you define or change the object you have double-clicked.
Drag	Move the mouse pointer to an object, press and hold the left mouse button. Then move the mouse and release the mouse button at a new location. The object moves to the new location. In *Eureka*, you can drag objects to move them, to add them to your document, and use them in many dialog boxes
Right-click	Move the mouse pointer to an object. Then press and release the right mouse button without moving the mouse. In *Eureka*, a right-click opens a shortcut menu. This is a menu of actions associated with the object on which you right-click.
CTRL+click	Hold down the **CTRL** key while you press and release the left mouse button. In *Eureka*, this selects an object for further manipulation without deselecting any already selected objects.
SHIFT+click	Hold down the **SHIFT** while you press and release the left mouse button. Whenever you are selecting items from a list that allows more than one item to be selected, you can use **SHIFT+click** to select a range of items. Click the first item and then **SHIFT+click** the last item. *Eureka* selects the two items you click and all items in between them in the list.

On-Line Help

The help system in *Eureka* includes a list of frequently asked questions.

- To view the description and help information for a specific object in an object directory, move the mouse pointer to the object and then press and hold down the right mouse button.
- To get help in a dialog box, press the **F1 Function Key** or select the **Help** button.
- To get help in a *Eureka* window, press the **F1 Function Key** or select **Help** from the menu bar.
- To view the frequently asked questions list, open the help system and select **Frequently Asked Questions** from the contents page.

When you are using the help system, these shortcuts are available:

- There is a Chapter menu included as part of the help system menu bar. Use it to go directly to another chapter.
- Use **CTRL+PAGE UP** and **CTRL+PAGE DOWN** to go through a chapter page by page. You can use the browse buttons on the toolbar (< and >) to do this.
- Use the icons above each topic title to help you find topics and navigate the help system. See the help topic **Hints for Using Help** for information about using these icons.

Using the Context Help Button

To get help on anything that is displayed in the *Eureka* window, select the Context Help button from the toolbar. When you do so, your pointer changes to look like the Context Help button. You can then click any part of the *Eureka* window, including a menu selection, toolbar button, an so on, to get help on that item.

Object Help

To see a description of a business view, folder, or column shown in the object directory, place the mouse pointer on the object. *Eureka* displays a help message for the object.

Changing Your *Eureka* Password

INTRODUCTION

This process will show you the procedures used to change your password in *Eureka* Anytime you change your login or password for DPAS, you must also change them to the same for *Eureka*. When you change your password in DPAS, you will get a pop-up message to change your password in *Eureka*.

OBJECTIVES

To allow the user to understand when and how to change the *Eureka* password.

APPLICATION

You have just changed your DPAS password and now you need to change it in *Eureka*.

PREREQUISITES

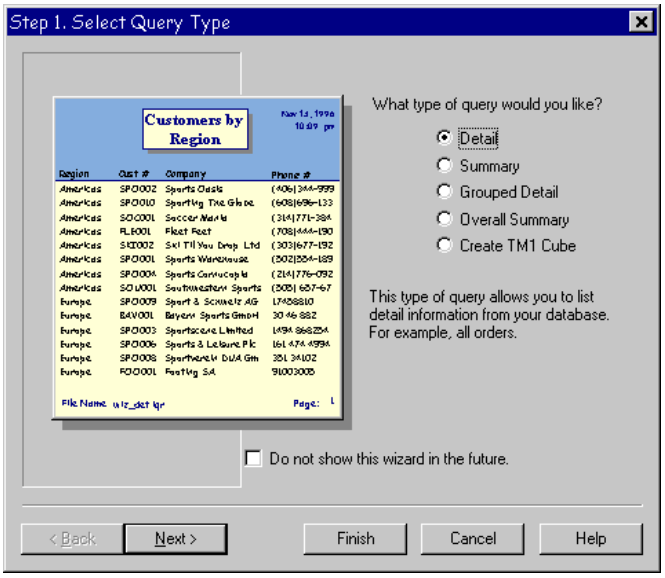
Eureka Reporter Designer is correctly loaded and configured.

ACTIVITY

Instructor-led demonstration

STEPS TO PERFORM ACTION

1. Select **Ad Hoc Reports** icon or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.

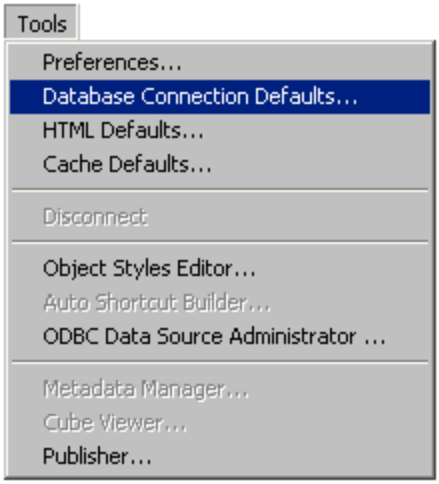


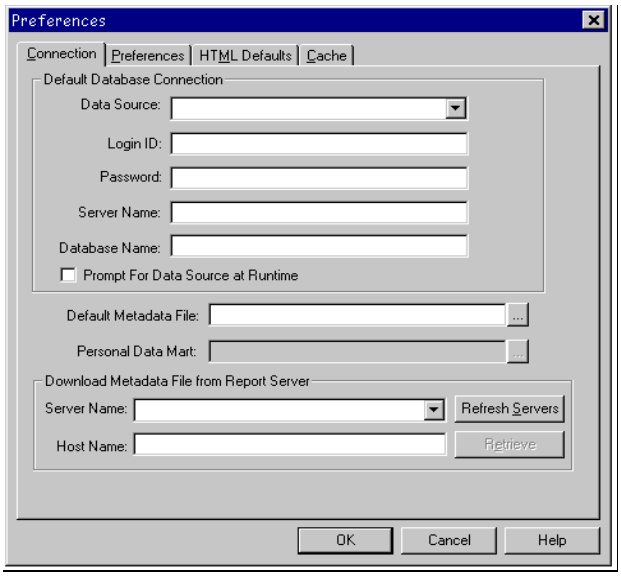
STEP 1:

- If you get the wizard, click **Finish**; otherwise, go to the next step.

STEP 2:

a. From the menu bar, select **Tools**.
b. Select **Database Connection Defaults...**





STEP 3:

a. **Data Source:** Make sure that your DPAS Site ID is displayed.
b. **Login ID:** Make sure that your DPAS User ID is displayed.
c. **Password:** Enter your **NEW** DPAS password.
d. **Server Name:** Leave this field blank.
e. **Database Name:** Leave this field blank.
f. **Prompt For Data Source at Runtime:** Do not check this box. If checked, you will be prompted to enter your DPAS Site ID each time you run a report.
g. **Default Metadata File:** Browse for where the DPAS programs reside on you workstation. If all the defaults were taken during installation, then the path is normally: **C:\Program Files\DOD\DPAS\DPAS.iqk**.

If you are unable to locate the DPAS.iqk file, click on the **START** button, select **Find** (or **Search** if using Windows ME or 2000), **Files or Folders...**, enter **dpas.iqk** look in the Local Hard Drives.

h. **Server Name:** Leave this field blank.
i. **Host Name:** Leave this field blank.
j. Click **OK**.

Setting Preferences

INTRODUCTION

Eureka gives you control over your working environment in the following areas:

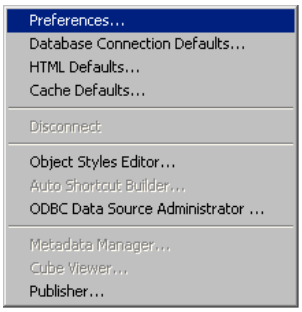
- Which tools are displayed for use in report design windows
- The appearance of windows and objects in them
- General preferences and database connection preferences

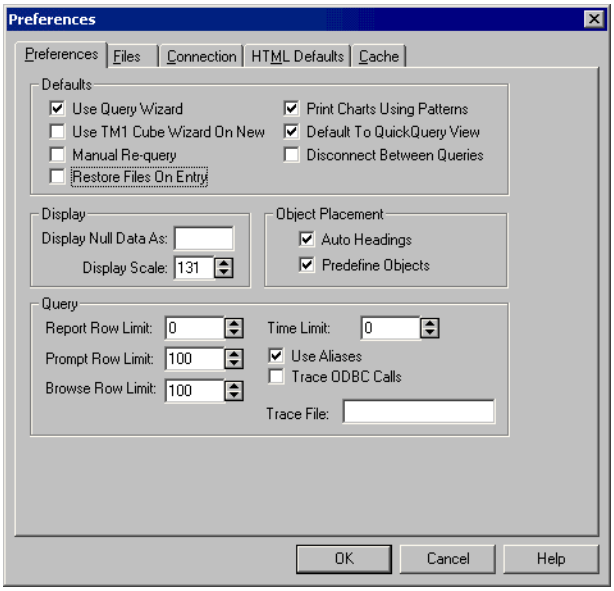
PREREQUISITES

None

STEPS TO PERFORM ACTION

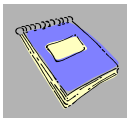
1. Open or create a FreeForm report.
2. Select **Tools** from the menu bar.
3. Select **Preferences...** from the program group.





STEP 1:

a. **Defaults Group Box:** Make any necessary changes.



NOTE:
Preferences in the Eureka dialog box are global - they apply to all documents by default unless otherwise specified.

b. **Display Group Box:** If desired, make any changes to the display.

Defaults		Display	
Use Query Wizard	This controls whether the New Document toolbar button starts the Query Wizard or whether it opens an empty new window for you to add columns and objects directly. It also controls the default for Use Query Wizard in the New Document dialog box.	**Display Null Data As**	By default, Eureka displays null values as blanks or spaces. If you want null values to be output differently, such as NULL or N/A, enter the string you want Eureka to output.
Use TM1 Cube Wizard On New	This controls whether the New Document toolbar button starts the TM1 Cube Wizard or whether it opens an empty new window for you to add columns and objects directly. It also controls the default for Create TM1 Cube in the New Document dialog box. This option is not available in DPAS.	**Display Scale**	This controls the scaling of objects in FreeForm windows and output windows. Eureka always attempts to display objects at actual size. To compensate for some video drivers for your monitor, you might need to adjust the scale up or down. Values less than 131 reduce the size of objects displayed while values greater than 131 increase the scale. Values smaller than zero or extremely large will probably cause problems. The value of 131 is the default.
Manual Re-query	This should be used if you do not want Eureka to re-query your database automatically every time you add another column while working in QuickQuery window.		
Restore File On Entry	This controls what Eureka does when it starts up. When this option is active, Eureka opens all files that were open when you last ended a Eureka session. When it is not active, your session opens a new window depending on your setting for Default to QuickQuery View.		
Print Charts Using Patterns	This will print colors in a chart as patterns when printing to a non-color printer.		
Default To Quick-Query View	This controls whether the New Document dialog box defaults to QuickQuery or FreeForm as the window type to open for a new design document. It also controls whether the New Document toolbar button creates/opens a FreeForm window or a QuickQuery window.		
Disconnect Between Queries	This causes Eureka to disconnect from your database after each query. This may make each query after the first one in a session take a little longer to get started, but may be necessary if your database allows only a limited number of connections. This is not typically necessary with DPAS.		

c. **Object Placement Group Box:** If desired, change the Object Placement preferences.
d. **Query Group Box:** If desired, change the Query preferences.

Object Placement		Query	
Auto Headings	This causes Eureka to automatically add column headings to your document as you add column objects in FreeForm windows. It adds a text object to your page heading area(s) each time you add an object (text, column, custom, and system). The heading text is the object label that can be changed in the object's attribute dialog box.	**Report Row Limit**	Acts as a global default for limiting the number of rows Eureka gets from DPAS. Use zero to indicate that no row limit is to be set for your document (zero is the default).
Predefined Objects	This causes Eureka to open the object attributes dialog box for each new object as you place it on your document. This makes the process of defining the object and places the object as a single action. This option applies to text, child data, column, custom, user prompt, and system objects.	**Time Limit**	Acts as a global default for the time limit for query processing. Use zero to indicate that no time limit is to be set. However, DPAS has a time limit on inactivity of 45 minutes.
		Prompt Row Limit	This controls how many rows (values) are retrieved from the database when a dynamic choice list is generated for a user prompt.
		Use Aliases	This controls whether an alias reference should be used for all tables queried. DPAS uses aliases, so this option should remain turned on.
		Trace ODBC Calls	You can use ODBC call tracing to provide a log of ODBC calls and the result of each. This may allow you to determine the cause for any database access problems you may have.
		Browse Row Limit	This controls how many rows (values) are retrieved from the database when you select the Browse button in an object directory or object source.
		Trace File	This is the name of the file to which to log database calls. This should be left blank.

e. Click **OK**.

Getting Oriented With The QuickQuery Window

INTRODUCTION

In this Chapter we will begin producing reports and queries using the QuickQuery process. You will see a window and toolbars that may be new to you. This lesson will familiarize you with the terminology and function of the *Eureka* QuickQuery window environment.

OBJECTIVES

The student will be able to identify the parts and explain the functions of the QuickQuery window and the associated toolbars.

APPLICATION

Understanding the QuickQuery window and associated toolbars is necessary for you to further your understanding of the QuickQuery process.

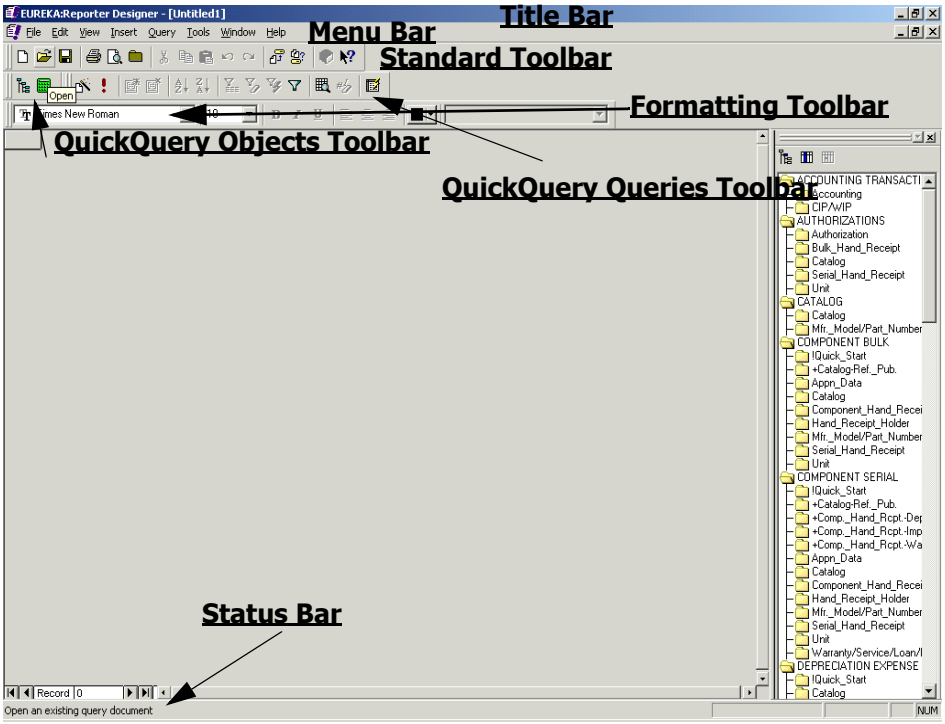
PREREQUISITES

Eureka Reporter Designer is correctly loaded and configured.

ACTIVITY

Instructor-led lecture

This is an example of a QuickQuery Window:



Opening A New QuickQuery Report

INTRODUCTION

QuickQuery is a fast, interactive way to shape your query/report while viewing the data it returns in a spreadsheet-like layout. QuickQuery is an excellent tool if your intention is to create a query for yourself in order to answer a question, or to prepare a report that is to convey information, but will be used internally by you and your organization. It is the easiest and most structured method to develop that information.

OBJECTIVES

To create a query/report using the QuickQuery function both with and without the QuickQuery Wizard.

APPLICATION

You need to create a basic report quickly. You do not need anything fancy or complex. For example, you are asked to provide a list of items on your property book that are under the $5000 minor property threshold.

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

Instructor-led demonstration

STEPS TO PERFORM ACTION

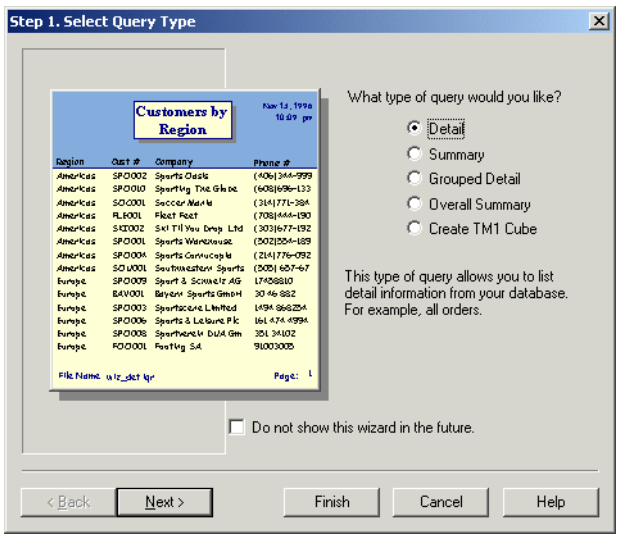
1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.

-OR-

3. From you computer desktop, double-click the ***Eureka*** **Reporter Designer** icon.

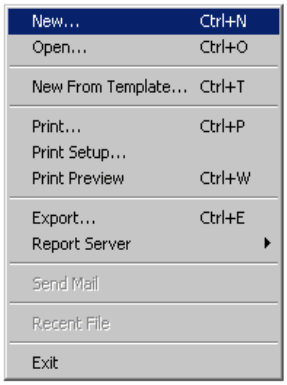
NOTE:
If you do not have a shortcut to *Eureka* on your desktop, then click **Start>Programs> *Eureka* Reporter Designer**.

The Query Wizard will display:



4. Click **Finish** if you do not want to use the Query Wizard. This will take you into QuickQuery.

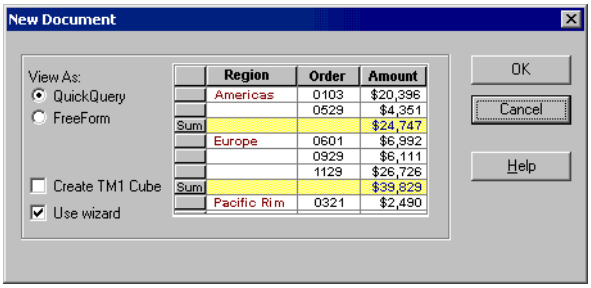
If you are already in QuickQuery and you want to open a new report:



STEP 1:

a. Select **File** from the menu bar.
b. Select **New...** from the program group.

STEP 2:



a. **View As:** The default is **QuickQuery**. If you want to create a report in **FreeForm**, select that radio button.
b. **Create TM1 Cube: NEVER** select this check box; DPAS does not support this.
c. **Use Wizard:** If you want to create a new QuickQuery or FreeForm report using the Wizard, then leave this box checked; otherwise, uncheck it.
d. Click **OK**.

Building A QuickQuery With The Query Wizard

INTRODUCTION

This section outlines building QuickQuery reports by using the Query Wizard. The query wizard is the easier way to create a query and takes you step-by-step through:

- **STEP 1:** Select Query Type
- **STEP 2:** Select Columns
- **STEP 3:** Setting Column Filters
- **STEP 4:** Select Columns to Sort By
- **STEP 5:** Select Columns to Aggregate
- **STEP 6:** Select QuickQuery Style Profile

Using the query wizard produces a spreadsheet-type report or query.

OBJECTIVES

Using the QuickQuery Wizard, you will develop a spreadsheet-type of report with columns of data (detail) that have been filtered, sorted, and aggregated (totaled for the column). You will present a sample page of this finished report to your instructor.

APPLICATION

This type of query can be used when you need a simple report fast. For example, you want to build a simple report that displays certain data fields for your Hand Receipt Holders.

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

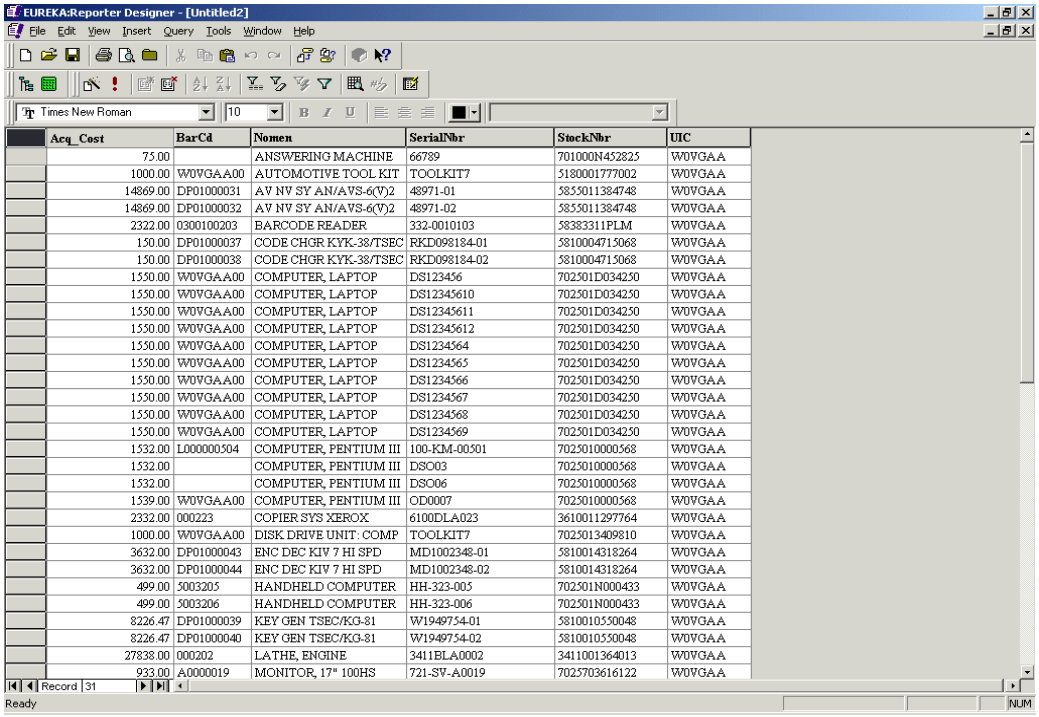
ACTIVITY

Instructor-led demonstration

REPORT TYPE

A complete asset listing by UIC/Major Hand Receipt Holder showing stock number, bar code, nomenclature, and acquisition cost of each asset.

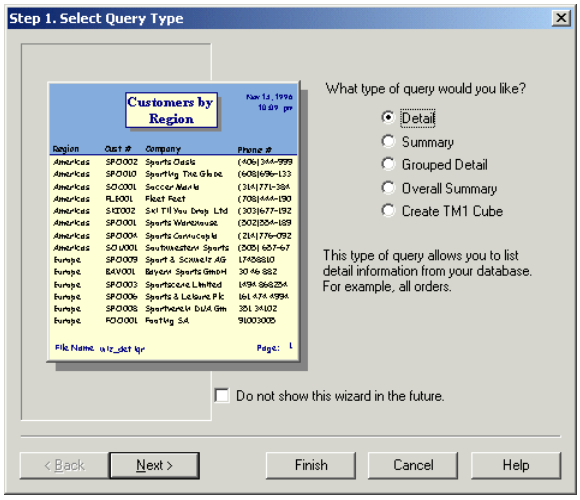
This is a sample of a QuickQuery report that will be built in this demonstration:



Acq_Cost	BarCd	Nomen	SerialNbr	StockNbr	UIC
75.00		ANSWERING MACHINE	66789	701000N452825	W0VGAA
1000.00	W0VGAA00	AUTOMOTIVE TOOL KIT	TOOLKIT7	5180001777002	W0VGAA
14869.00	DP01000031	AV NV SY AN/AVS-6(V)2	48971-01	5855011384748	W0VGAA
14869.00	DP01000032	AV NV SY AN/AVS-6(V)2	48971-02	5855011384748	W0VGAA
2322.00	0300100203	BARCODE READER	332-0010103	58383311PLM	W0VGAA
150.00	DP01000037	CODE CHGR KYK-38/TSEC	RKD098184-01	5810004715068	W0VGAA
150.00	DP01000038	CODE CHGR KYK-38/TSEC	RKD098184-02	5810004715068	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS123456	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS12345610	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS12345611	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS12345612	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234564	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234565	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234566	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234567	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234568	702501D034250	W0VGAA
1550.00	W0VGAA00	COMPUTER, LAPTOP	DS1234569	702501D034250	W0VGAA
1532.00	L000000504	COMPUTER, PENTIUM III	100-KM-00501	7025010000568	W0VGAA
1532.00		COMPUTER, PENTIUM III	DSO03	7025010000568	W0VGAA
1532.00		COMPUTER, PENTIUM III	DSO06	7025010000568	W0VGAA
1539.00	W0VGAA00	COMPUTER, PENTIUM III	OD0007	7025010000568	W0VGAA
2332.00	000223	COPIER SYS XEROX	6100DLA023	3610011297764	W0VGAA
1000.00	W0VGAA00	DISK DRIVE UNIT: COMP	TOOLKIT7	7025013409810	W0VGAA
3632.00	DP01000043	ENC DEC KIV 7 HI SPD	MD1002348-01	5810014318264	W0VGAA
3632.00	DP01000044	ENC DEC KIV 7 HI SPD	MD1002348-02	5810014318264	W0VGAA
499.00	5003205	HANDHELD COMPUTER	HH-323-005	702501N000433	W0VGAA
499.00	5003206	HANDHELD COMPUTER	HH-323-006	702501N000433	W0VGAA
8226.47	DP01000039	KEY GEN TSEC/KG-81	W1949754-01	5810010550048	W0VGAA
8226.47	DP01000040	KEY GEN TSEC/KG-81	W1949754-02	5810010550048	W0VGAA
27838.00	000202	LATHE, ENGINE	3411BLA0002	3411001364013	W0VGAA
933.00	A0000019	MONITOR, 17" 100HS	721-SV-A0019	7025703616122	W0VGAA

STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.



STEP 1 Select Query Type:

a. Select the type of query you would like.

Query Types	
Detail	Detail queries return detailed data without any aggregate functions applied, the aggregate functions being average, count, minimum, maximum, and sum.
Summary	Summary queries are useful when you want to summarize data for a number of different items.
Grouped Detail	Grouped detail queries let you view the query results grouped by one or more columns.
Overall Summary	Overall summary queries give the highest level view of your data.
Create TM1 Cube	This is not available.

b. Click **Next>**.

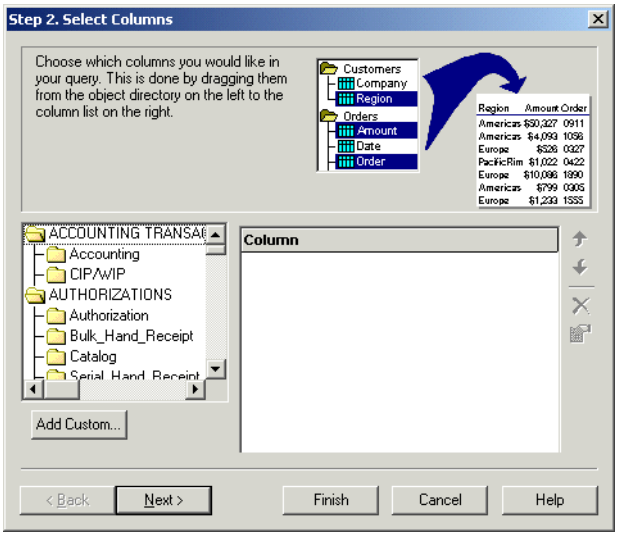
STEP 2 Select Columns:

a. From the Object Directory, select the Business View you wish to use to build your columns.

   To select the fields, you can:

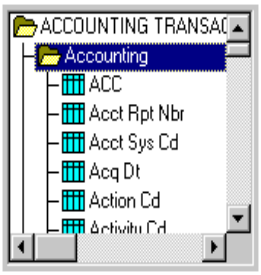
   - **Double-click** each field and the field will move to the Column Window at the right.
   - **Click, drag and drop** each field to the Column Window at the right.
   - To select multiple fields, hold the **CTRL** key down and select the desired fields (**DO NOT LET UP ON THE CTRL KEY**). **Click, drag and drop** to the Column Window at the right.

b. Click **Next>**.



Eureka Object Directories

Object directories make it easy to add columns to your documents and dialog boxes. *Eureka* Reporter Designer includes an object directory in QuickQuery and Free Form windows. The main object directory can be docked or floating. You can hide and unhide it by selecting from the menu bar **View>Object Directory** or by using the **F2** key on your keyboard.



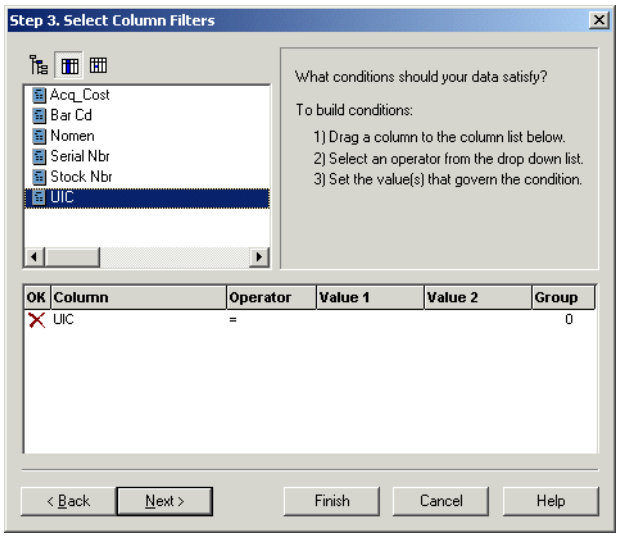
Business View. Business view names are at the top level of the tree and are indicated in **ALL CAPS**. A business view is an object in your Metadata File that corresponds to the data for a particular part of your business.

Folders. A folder can correspond to a table in your database or it can be made up of columns from more than one table. It can also include custom objects--objects that are calculated from database columns.

Data Objects. These are the actual data elements that are used to make up your report.

In this class, we will be referring to tables (pictured above) that will direct you to the Business View, Folders, and Data Elements that you will use in order to complete any activities and/or exercises.

NOTE:
You cannot select fields from 2 different Business Views (such as, **END ITEM SERIAL** and **END ITEM BULK**) on one report unless you are writing a Parent/Child report.



STEP 3A Select Column Filters:

a. From your list of selected fields, double-click or drag and drop the data field(s) you want your query to sort on.

NOTE:
Filters let you limit the data displayed to only that which meets the criteria you set. When a query has no filter, you will see **ALL** the data from your database. When you define a filter condition, you will limit the data that meets the condition. Every additional filter or filter condition you apply further narrows the view of your data

b. The default operator is equal to (=). If you want to change the default, click on the equal sign (=) and you will get a drop down list box which contains the other operators. To delete a filter condition, select it (by clicking the X or check mark under OK) and press the **DELETE** key.

Operators	Definitions
Equals (=)	When you want the result to ***equal*** the value entered.
Not Equal To (<>)	When you want the result ***not equal*** to the value entered.
Less Than (<)	When you want the result to be ***less than*** the value entered.
Less Than or Equal To (<=)	When you want the result to be ***less than or equal to*** the value entered.
Greater Than (>)	When you want the result to be ***greater than*** the value entered.
Greater Than or Equals To (>=)	When you want the result to be ***greater than or equal to*** the value entered.
Between	When you want the result to be ***between*** the range of values entered – this will *include* the values entered. Example: Bar Codes **between** 56012 and 80921.
Like	Same as =, but allows the use of wildcards. (Example: if you wanted all Stock Nbr starting with 7, the statement would be **"STOCK NBR like (operator) and 7*(value 1))."**
Not Like	Opposite of **Like**.
In	When looking for specific values in a field (example: FSC **In** 7025, 7030. This will display records with those values). **Cannot** be used with the wildcard (* or %). A comma must separate inputs (example: 15,16,170).
Not In	Opposite of **In**.
Is Null	When you want the result to ***not*** have a value. This can be done using numerical fields. No value; not even a space, can exist in a field.
Is Not Null	When you want the result to ***contain*** a value. This can only be done using numerical fields. Must have a value in the field.

c. Enter the condition that needs to be met under **Value 1**. If you are using the **Between** operator, then you will need to enter values in **Value 1** and **Value 2**.

CAUTION!
TURN YOUR CAPS LOCK ON!!!!! DPAS stores all data in uppercase.

ALL VALUES ARE CASE-SENSITIVE!!

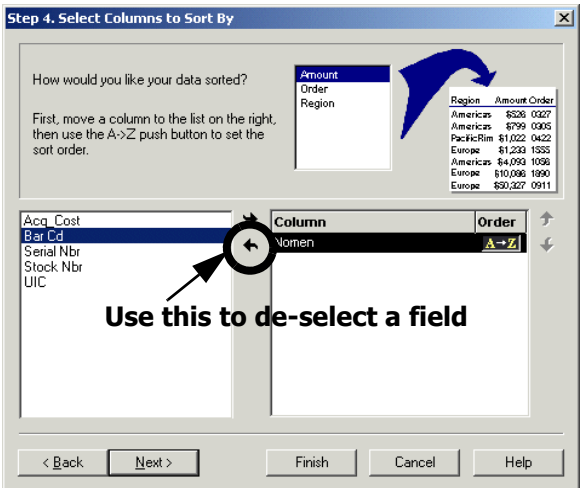
d. Click **Next>**.

By default, all the conditions of your query are **AND** operators (i.e., all conditions have to be met before it will return your results). However, you can connect your statements with **OR** operators, which divide your statements into groups. For example, if you wanted to set your conditions by **Stock Number AND Serial Number OR Bar Code**, the **OR'd Group** would be set to 0 (zero) for Stock Number and Serial Number, and set to 1 for Bar Code.

The RULE is... If the **OR'd Group** numbers on any two statements are the same, those two statements are connected by the **AND** condition. If the **OR'd Group** numbers on any two statements are different; those two statements are connected by the **OR** condition.

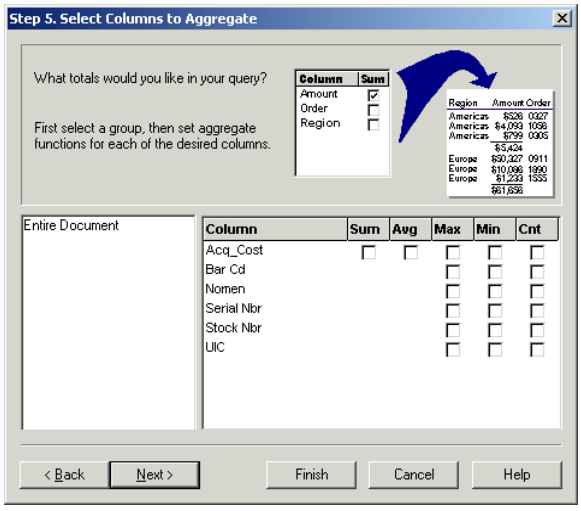
STEP 4 Select Columns to Sort By:

a. From your list of selected fields, double-click on the data field(s) you want your query to be sorted by. To de-select a field, highlight the field you want to de-select and click on the arrow that points to the left.



HINT!
Once you have selected your columns, you can click on **Order** button and change how you want your query to sort. For example, it would be either A-Z or Z-A.

b. Click **Next>**.



STEP 5 Select Columns to Aggregate:

a. Click **Entire Document**. You will not be able to click any of the check boxes unless this step is performed.
b. Check the field(s) you want to total.
c. Click **Next>**.

NOTE:
Only pure numeric fields can be summed or averaged.

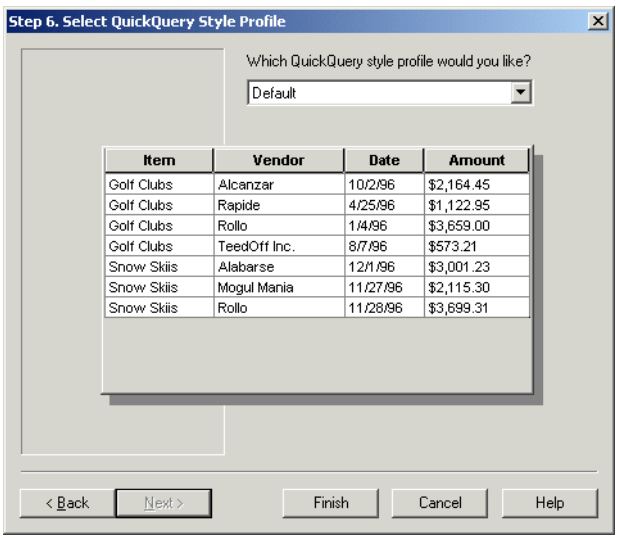
When using the **Count**, you will get the total number of records returned from your query.

When you are counting a data field, if you desire to get a count of ALL assets, you must count on a mandatory data field, such as Acq Cost. You would ony count on an optional field, such as Bar Cd, if you wanted to know how many bar codes you had.

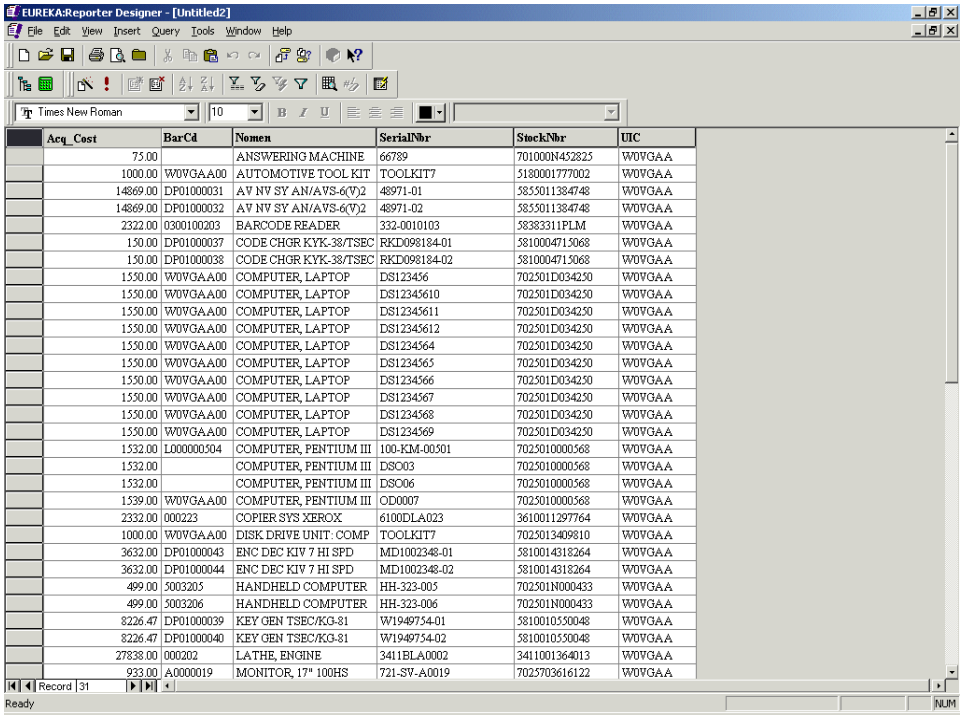
STEP 6:

This screen will allow you to choose from a style profile that was previously created.

- Click **Finish**.



Your report should look similar to the following:



Saving Your Query

INTRODUCTION

When you have created a file, which is useful, you might want to save that file to use the format again. By using the Save command, you can save the active window to a new or the same name. By using the Save As command, you can save the active report to a new name.

OBJECTIVES

Use **Save** and **Save As** to create and update your files.

APPLICATION

Self-explanatory

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

Understand the layout of DPAS file structure, and complete the Orientation section of this manual.

ACTIVITY

Instructor-led demonstration.

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select  or select **Save...** from the program group.

NOTE:
There are two ways to save your query. You can save the design (report format) or the output (data).

If you save the design, this will allow you to update and rerun your query at a later time. If you save the output, then you are essentially saving the data and it cannot be updated.

Printing Your Query

CAUTION!!
Before you print your report, you will need to click the last page button to ensure that **ALL** pages of your report are printed.

INTRODUCTION

If you want a hard copy printout of your query, you will need to use the print function. *Eureka* uses the Windows common dialog box, the same as any other Windows-based product.

OBJECTIVES

To learn how to, and to print out a copy of a *Eureka* report.

APPLICATION

Self-explanatory

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

Understand the layout of DPAS file structure, and complete the Orientation section of this manual.

ACTIVITY

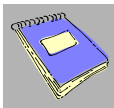
Instructor-led demonstration

STEPS TO PERFORM ACTION

1. Open or create a QuickQuery.
2. Select **File** from the menu bar.
3. Select **Print...** from the program group.

-OR-

4. Select the print icon  .



NOTE:
If you want to review the output of your query before you print it, you can do this 2 ways:

- Select **File** from the menu bar.
- Select **Print Preview** from the program group.

-OR-

- Select the print preview icon  .

You can use the **Print Setup** to change the printer, print orientation, and paper and source.

Activity: QuickQuery With The Query Wizard

Student Hands-On With Instructor Direction

Unit of Study: QuickQuery (with the Wizard)

Application: This type of query can be used when you need a simple report fast.

Report Type: This is a report by your UIC listing by Stock Number, Bar Code, and Nomen. This report will also list the Acquisition Cost for each asset and give you the total sum of the assets.

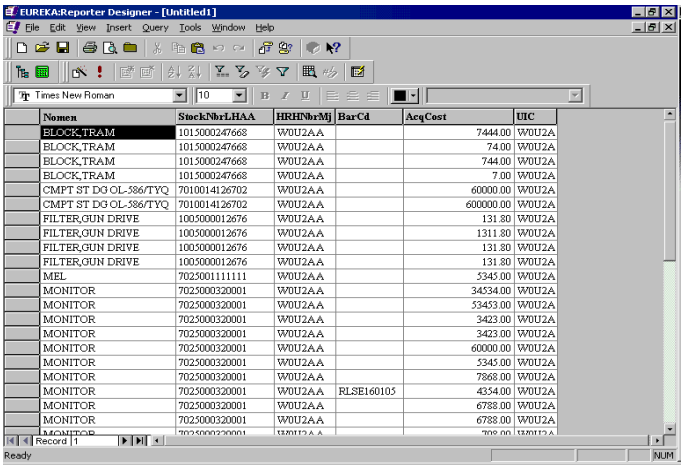
Instructions:

STEP 1: Detail
STEP 2: Select the following fields for your QuickQuery Wizard report:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
!Quick_Start	Acq Cost	Nomen
	Bar Cd	Stock Nbr
	HRH Nbr Mjr	UIC

STEP 3: Filter by the **UIC** given to you by your instructor.
STEP 4: Sort by the **Nomen** field.
STEP 5A: Click on **Entire Document**.
STEP 5B: Set the Columns to Aggregate to **sum** for the **Acq Cost**.
STEP 6: Select **Finish** to process your report.

Example of Finished report:



Skill Builder: QuickQuery With The Query Wizard

Objectives: You will:

- **Review Building a QuickQuery With The Query Wizard (Word Exercise)**
- **Discussion Questions**
- **Practical Exercise to build a QuickQuery with the Query Wizard**

Complete the following exercise:

1. Name the type of queries you can select when building a QuickQuery with the Query Wizard?

   a. _____ c. _____

   b. _____ d. _____

2. List the 6 steps of the Query Wizard (in order).

   a. _____ d. _____

   b. _____ e. _____

   c. _____ f. _____

3. The _____ _____ contains the business views, folders and data fields for building your report.

4. All values entered in Eureka are case sensitive. **(True or False)**

   True _____ False _____

5. List five types of operators.

   a. _____ d. _____

   b. _____ e. _____

   c. _____

6. What is a structured pathway for a new user to build a report?

_____

7. In Step 5 **Select Columns to Aggregate** name 3 aggregate functions you can perform.

a. _____ c. _____

b. _____

8. When working with QuickQuery, you can only work in one business view at one time? **(True or False)**

True _____ False _____

Discussion Questions:

1. **Review the use of the Business Views and Folders.**
2. **Why is it important to use the filter function in some reports?**
3. **Discuss the different types of queries and what would be an example of how you would use them.**

Practical Exercise: QuickQuery With The Query Wizard

Independent Student Report

Unit of Study: Building a QuickQuery With The Query Wizard

Application: This type of query can be used when you need a simple report fast.

Report Type: Accounting report, filtered by UIC displaying serial number, stock number, fund code and dollar amount with sum and average.

Instructions:

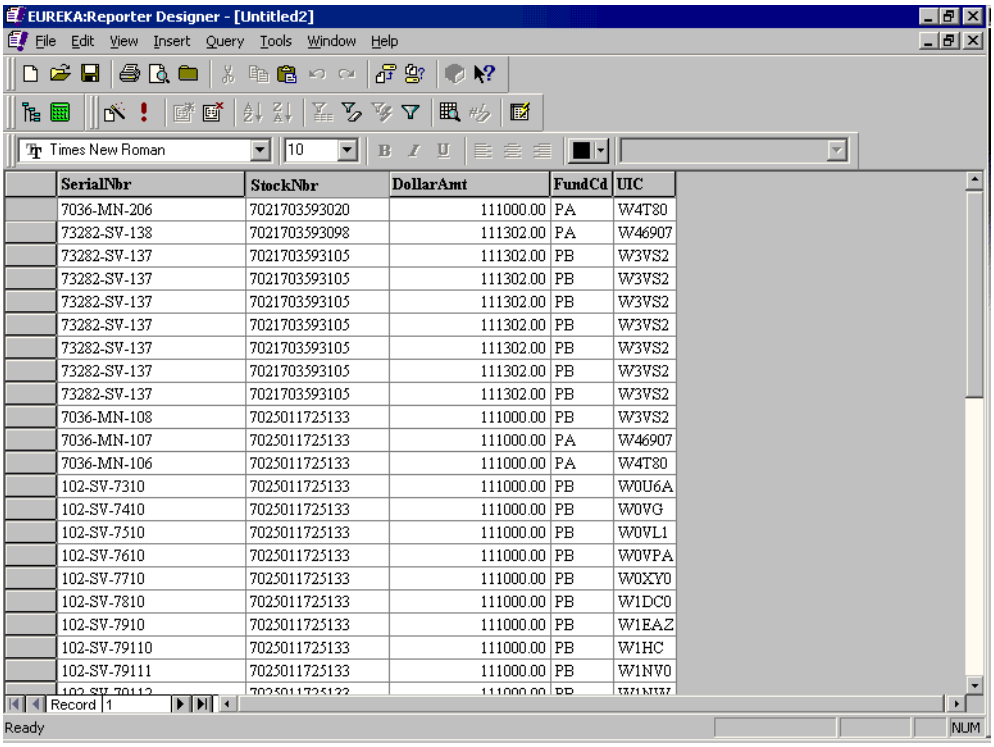
1. Create a new report using the QuickQuery Wizard.
2. Select the following fields for your QuickQuery Wizard report:

BUSINESS VIEW: CATALOG	
FOLDER(S)	**DATA ELEMENT(S)**
Catalog	Stock Nbr Generic Nomen
Mfr._Model/Part_Number	Mfr_Name Mfr Part Nbr

3. **Filter:**
   - **Column:** Stock Nbr
   - **Operator:** Like
   - **Value1:** 70*
4. **Sort:** Stock Nbr
5. Click on **Entire Document**.
6. **Aggregate:** Stock Nbr using **Count**

HINT!
For your Filter: Remember to use the value of "**like**" because we are using the wildcard to look for Stock Numbers that begin with **"70"**. Refer to the list of operators on page 347 .

Example of the finished report:



SerialNbr	StockNbr	DollarAmt	FundCd	UIC
7036-MN-206	7021703593020	111000.00	PA	W4T80
73282-SV-138	7021703593098	111302.00	PA	W46907
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
73282-SV-137	7021703593105	111302.00	PB	W3VS2
7036-MN-108	7025011725133	111000.00	PB	W3VS2
7036-MN-107	7025011725133	111000.00	PA	W46907
7036-MN-106	7025011725133	111000.00	PA	W4T80
102-SV-7310	7025011725133	111000.00	PB	W0U6A
102-SV-7410	7025011725133	111000.00	PB	W0VG
102-SV-7510	7025011725133	111000.00	PB	W0VL1
102-SV-7610	7025011725133	111000.00	PB	W0VPA
102-SV-7710	7025011725133	111000.00	PB	W0XY0
102-SV-7810	7025011725133	111000.00	PB	W1DC0
102-SV-7910	7025011725133	111000.00	PB	W1EAZ
102-SV-79110	7025011725133	111000.00	PB	W1HC
102-SV-79111	7025011725133	111000.00	PB	W1NV0

Building A QuickQuery Without The Query Wizard

INTRODUCTION

This section outlines building a QuickQuery report without using the query wizard.

OBJECTIVES

Learn how to build a QuickQuery without the Wizard to include functions and processes that could be used in any QuickQuery that you build.

APPLICATION

This type of query can be used to generate simple reports "on the fly" without having to use the query wizard. For example, you could create a listing of all your hand receipt holders by UIC, stock number and acquisition cost. In this report we will be using different functions to manipulate our data.

REPORT TYPE

A listing of all your HRH Nbrs by UIC displaying nomenclature, stock number and acquisition cost. We will use different functions to practice manipulating the data.

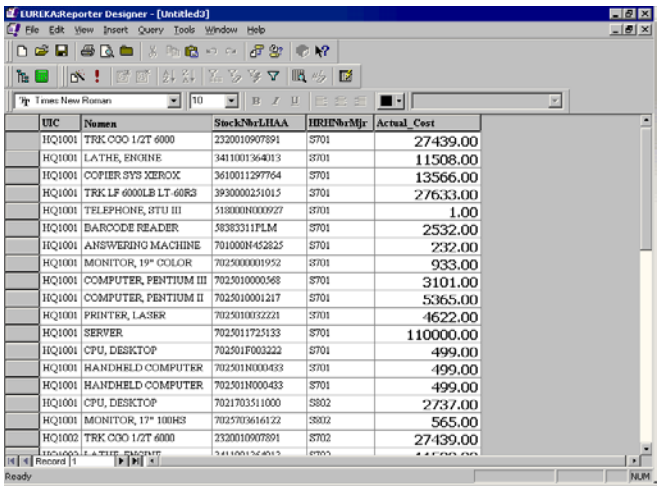
PREREQUISITES

Eureka Reporter Designer is accurately loaded and configured on your system.

ACTIVITY

Instructor-led demonstration

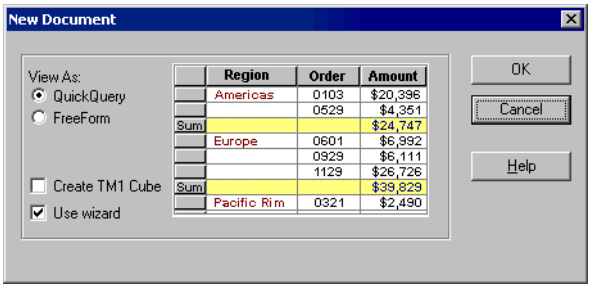
Example of the finished report:



UIC	Nomen	StockNbr.LIIAA	HRHNbrMjr	Actual_Cost
HQ1001	TRK CGO 1/2T 6000	2320010907891	S701	27439.00
HQ1001	LATHE, ENGINE	34110013640I3	S701	11508.00
HQ1001	COPIER SYS XEROX	36100112977I4	S701	13566.00
HQ1001	TRK LF 6000LB LT 60R3	3930000251015	S701	27633.00
HQ1001	TELEPHONE, STU III	5180001N000927	S701	1.00
HQ1001	BARCODE READER	58383311FLM	S701	2532.00
HQ1001	ANSWERING MACHINE	701000N452825	S701	232.00
HQ1001	MONITOR, 19" COLOR	7025000001952	S701	933.00
HQ1001	COMPUTER, PENTIUM III	7025010000568	S701	3101.00
HQ1001	COMPUTER, PENTIUM II	7025010001217	S701	5365.00
HQ1001	PRINTER, LASER	7025010032221	S701	4622.00
HQ1001	SERVER	7025011725133	S701	110000.00
HQ1001	CPU, DESKTOP	702501F003222	S701	499.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	499.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	499.00
HQ1001	CPU, DESKTOP	7021703511000	S802	2737.00
HQ1001	MONITOR, 17" 100HS	7025703616122	S802	565.00
HQ1002	TRK CGO 1/2T 6000	2320010907891	S702	27439.00

STEPS TO PERFORM ACTION

1. While in DPAS, select the **Ad Hoc Reports** icon, or select **Ad Hoc** from the menu bar.
2. Select ***Eureka*** from the program group.
3. If the Wizard is displayed, click **Finish**.
4. Select **New** from the file menu.

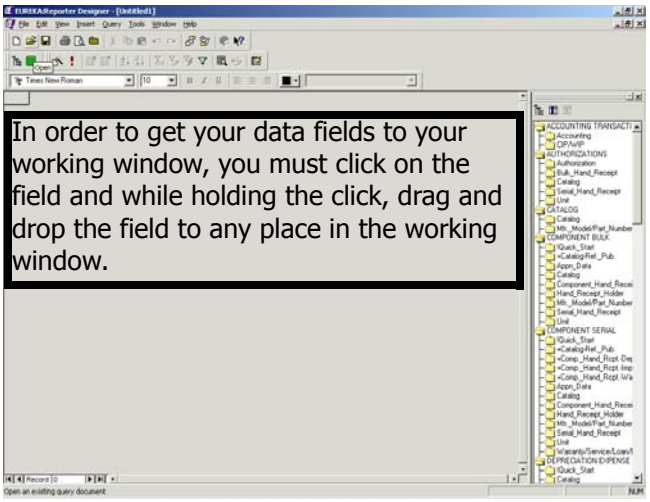


STEP 1:

a. Uncheck the **Use Wizard** choice on the new document dialog box.
b. Click **OK**.

STEP 2:

a. Depress the **F2 Key** on your keyboard to display your Object Directory (if it isn't already displayed).
b. Use the scroll bars to select the appropriate Business View from which you will select the columns you want displayed on your report.



HINTS!

It may be a good idea to change your Preferences to do a **Manual Re-Query**. See page C7-15, **Setting Preferences**, for more information.

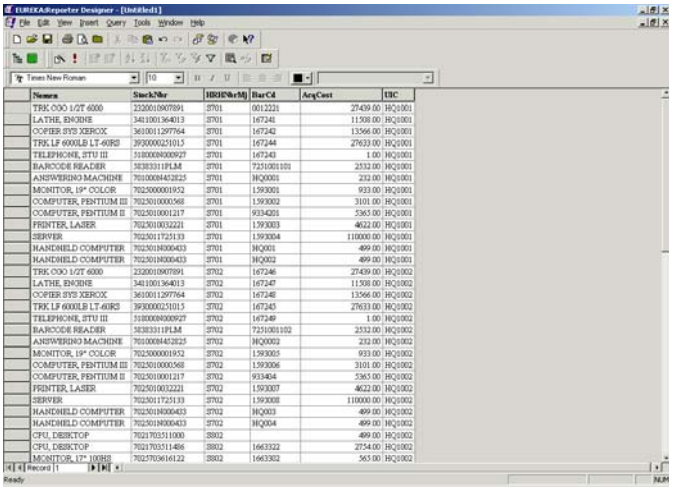
To select **MULTIPLE** fields, hold the **CTRL** key down and select the desired fields (**DO NOT LET UP ON THE CTRL KEY**). Click, "drag and drop" to any place in the working window.

c. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
!Quick_Start	Nomen Bar Cd Stock Nbr Acq Cost HRH Nbr Mjr UIC

Changing The Name Of A Column Heading

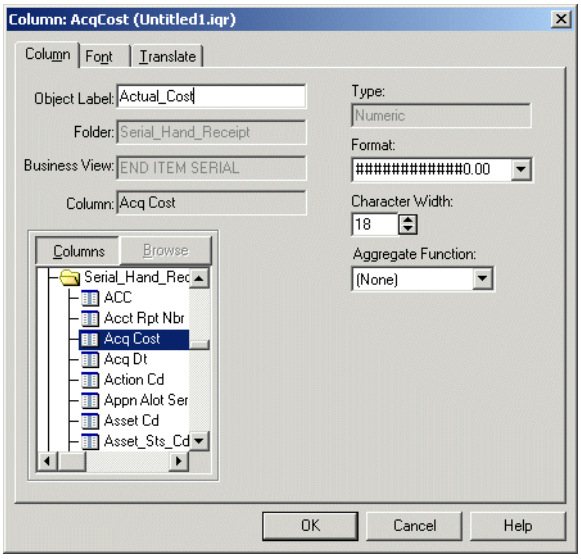
If the name of a particular column is not useful or clear to you or used by your Activity, you have the capability to change the name of that column heading.



STEP 1:

- **Double-click** on the column heading you wish to change. In this exercise, we will change the **Acq Cost** field.

STEP 2:



a. The current name of the column is displayed. Change the Object Label to **Actual Cost**.
b. **Folder:** This displays the folder your data field was chosen from. This field cannot be changed.
c. **Business View:** This displays the Business View your data field was chosen from. This field cannot be changed.
d. **Column:** This displays the system column heading from the object directory. This field cannot be changed.

NOTE:
If your report is not working, you may want to check each of your data elements to see if they are from the same Business View. To do this, you will need to double-click on each column heading to make ensure that all data elements are from the same Business View.

e. **Type:** This field displays the characteristics of the data (string, numeric, or date).

f. **Format:** If you selected to change a cost field, you can change the format of that field. Change the Format to **Windows Currency**.

Format Functions		
FORMAT	**SAMPLE DATA VALUE**	**FORMATTED APPEARANCE**
####0.00	1234.5	1234.50
#,###.##	1234.5	1,234.5
#.##	1234.5	1234.5
#0	1234.56	1235
$#,###,##0.00	1234.5	$1,234.56
$#,##0.00	100.5 0 2500.25 -145.10	$100.50 $0.00 $2,500.25 -$145.10
$#,##0.00;($#,##0.00)	100.503 -145.10	$100.50 ($145.10)
$#,##0.00"CR";$#,##0.00	$1,234.50CR -1234.5	1234.5 $1,234.50
0[S/1000]	12375 199	12 0
dd Mmmm yyyy	Oct 1, 1966	10 October 1966
dd-MMM-yy	Oct 1, 1966	01-OCT-66
mm/dd/yy	Jan 15,1991	01/15/91
dddd	Oct 1, 1966	Saturday
hh:mm	9:43am	09:43
hh:mm AM/PM	9:43am	09:43 AM
hh:mm:ss	9:43am	09:43:00
hh:mm:ss.ssssss	09:43am	09:43:00.000000
Click on the pick list to review additional Format Functions		

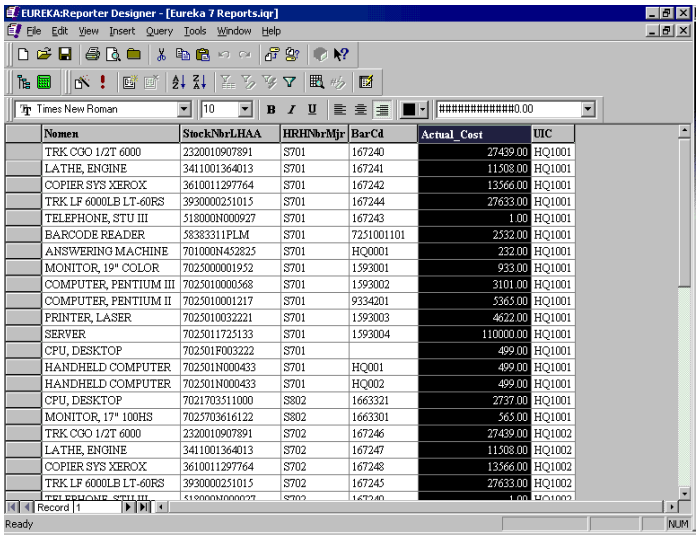
g. **Charater Width:** This field defaults to the actual field length, but can be changed. Keep in mind that if you make the length shorter that the actual field length, it will truncate the field.

h. **Aggregate Function:** Select if you want to an average, count, maximum value, minimum value, or sum for your data field.

HINT!

If you select the **Sum** Aggregate Function, after you change the Format, the Format is set back to the default. Therefore, set the Aggregate Function before the Format.

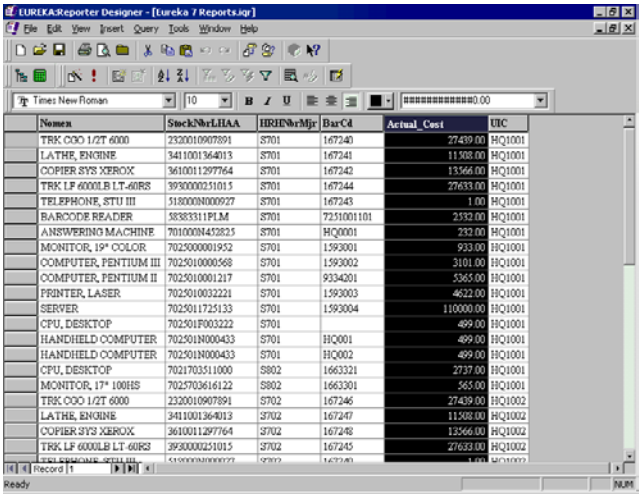
Example of the finished report:



Nomen	StockNbrLHAA	HRHNbrMjr	BarCd	Actual_Cost	UIC
TRK CGO 1/2T 6000	2320010907891	S701	167240	27439.00	HQ1001
LATHE, ENGINE	3411001364013	S701	167241	11508.00	HQ1001
COPIER SYS XEROX	3610011297764	S701	167242	13566.00	HQ1001
TRK LF 6000LB LT-60RS	3930000251015	S701	167244	27633.00	HQ1001
TELEPHONE, STU III	518000N000927	S701	167243	1.00	HQ1001
BARCODE READER	58383311PLM	S701	7251001101	2532.00	HQ1001
ANSWERING MACHINE	701000N452825	S701	HQ0001	232.00	HQ1001
MONITOR, 19" COLOR	7025000001952	S701	1593001	933.00	HQ1001
COMPUTER, PENTIUM III	7025010000568	S701	1593002	3101.00	HQ1001
COMPUTER, PENTIUM II	7025010001217	S701	9334201	5365.00	HQ1001
PRINTER, LASER	7025010032221	S701	1593003	4622.00	HQ1001
SERVER	7025011725133	S701	1593004	110000.00	HQ1001
CPU, DESKTOP	702501F003222	S701		499.00	HQ1001
HANDHELD COMPUTER	702501N000433	S701	HQ001	499.00	HQ1001
HANDHELD COMPUTER	702501N000433	S701	HQ002	499.00	HQ1001
CPU, DESKTOP	7021703511000	S802	1663321	2737.00	HQ1001
MONITOR, 17" 100HS	7025703616122	S802	1663301	565.00	HQ1001
TRK CGO 1/2T 6000	2320010907891	S702	167246	27439.00	HQ1002
LATHE, ENGINE	3411001364013	S702	167247	11508.00	HQ1002
COPIER SYS XEROX	3610011297764	S702	167248	13566.00	HQ1002
TRK LF 6000LB LT-60RS	3930000251015	S702	167245	27633.00	HQ1002
TELEPHONE, STU III	518000N000927	S702	167249	1.00	HQ1002

Changing The Fonts

You can change the font attributes for the column headings in your report.



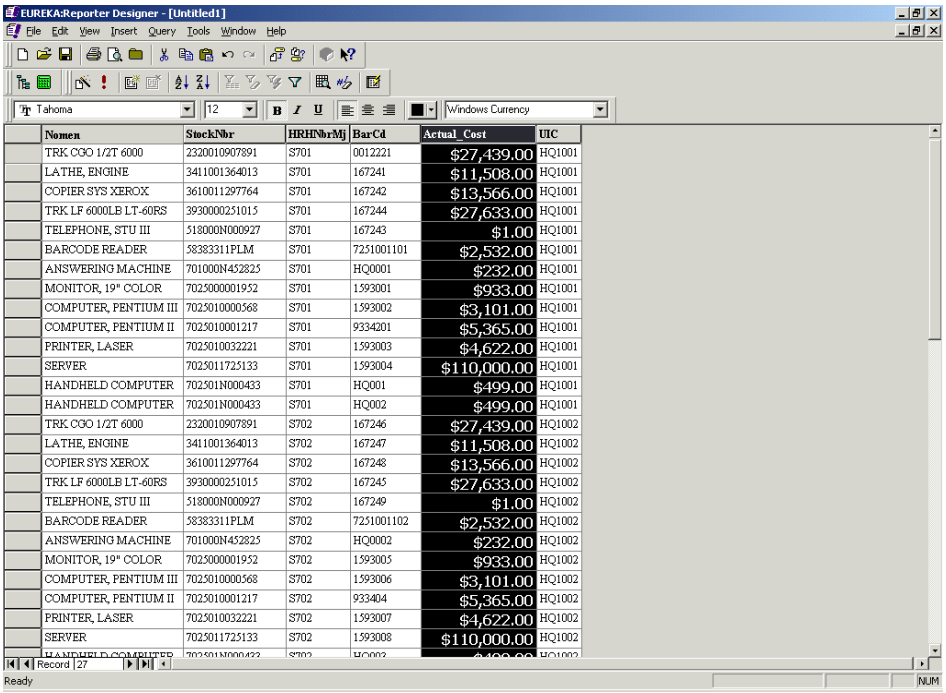
STEP:

a. **Click** on the column heading you wish to change. In this exercise, click on the **Actual_Cost** column heading.
b. Using the Formatting toolbar, change the type of font you wish to use.
c. You can also use the Formatting toolbar to change the size, alignment, style, and color of the font.

You can also double-click on the column heading. It will display the Column Dialog box for the the column you selected.

1. Click on the **Font** tab to display the font attributes.
2. Make any necessary changes. Notice that in the Sample box, a sampling will be displayed.
3. Click **OK**.

Example of the finished report:

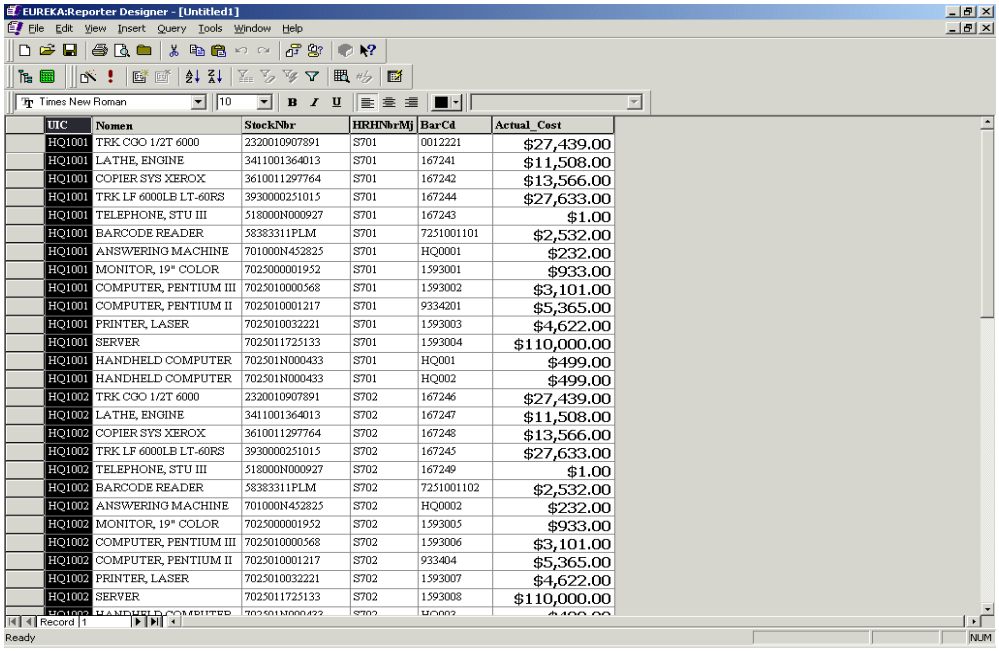


Moving Columns

If you decide that you do not like where a column is displayed in your query, you can simply move it.

1. Highlight the **UIC** column by clicking in the UIC column heading. Your cursor will change to a black arrow when you place the cursor on the heading.
2. Click and drag the column (while still holding the click) into the first position of your report. As you move across the screen, you will notice that there is a red line. Use this as a guide to where you want to position the column.
3. Once you have positioned the red line to where you want the column to be located, release the click on the mouse.

Example of the finished report:



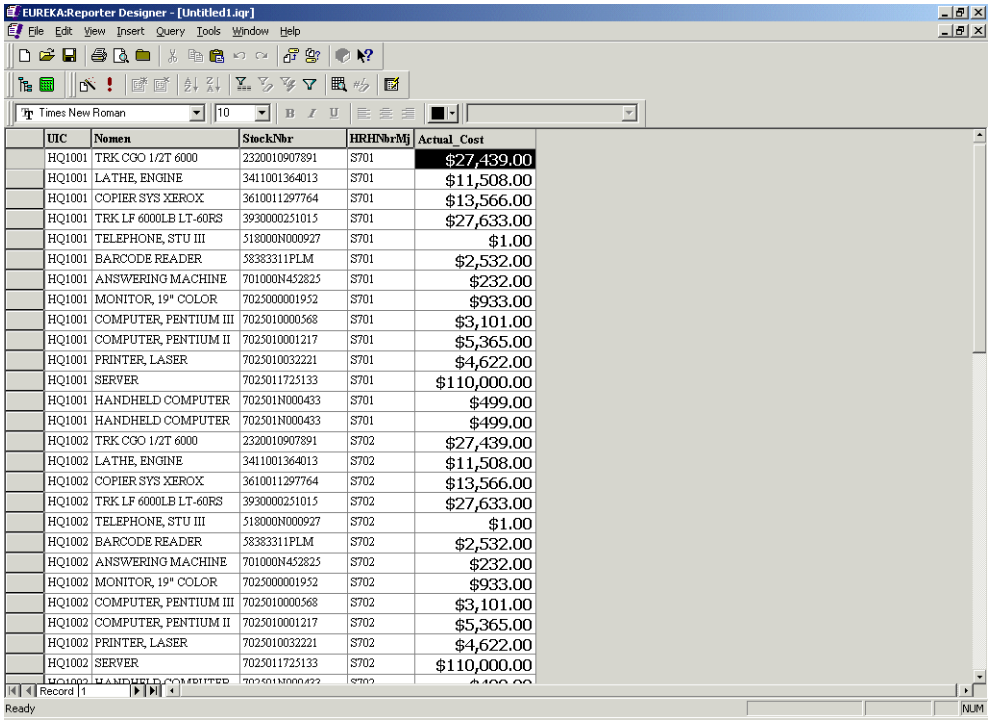
UIC	Nomen	StockNbr	HRHNbrMj	BarCd	Actual_Cost
HQ1001	TRK CGO 1/2T 6000	2320010907891	S701	0012221	$27,439.00
HQ1001	LATHE, ENGINE	3411001364013	S701	167241	$11,508.00
HQ1001	COPIER SYS XEROX	3610011297764	S701	167242	$13,566.00
HQ1001	TRK LF 6000LB LT-60RS	3930000251015	S701	167244	$27,633.00
HQ1001	TELEPHONE, STU III	518000N000927	S701	167243	$1.00
HQ1001	BARCODE READER	58383311PLM	S701	7251001101	$2,532.00
HQ1001	ANSWERING MACHINE	701000N452825	S701	HQ0001	$232.00
HQ1001	MONITOR, 19" COLOR	7025000001952	S701	1593001	$933.00
HQ1001	COMPUTER, PENTIUM III	7025010000568	S701	1593002	$3,101.00
HQ1001	COMPUTER, PENTIUM II	7025010001217	S701	9334201	$5,365.00
HQ1001	PRINTER, LASER	7025010032221	S701	1593003	$4,622.00
HQ1001	SERVER	7025011725133	S701	1593004	$110,000.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	HQ001	$499.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	HQ002	$499.00
HQ1002	TRK CGO 1/2T 6000	2320010907891	S702	167246	$27,439.00
HQ1002	LATHE, ENGINE	3411001364013	S702	167247	$11,508.00
HQ1002	COPIER SYS XEROX	3610011297764	S702	167248	$13,566.00
HQ1002	TRK LF 6000LB LT-60RS	3930000251015	S702	167245	$27,633.00
HQ1002	TELEPHONE, STU III	518000N000927	S702	167249	$1.00
HQ1002	BARCODE READER	58383311PLM	S702	7251001102	$2,532.00
HQ1002	ANSWERING MACHINE	701000N452825	S702	HQ0002	$232.00
HQ1002	MONITOR, 19" COLOR	7025000001952	S702	1593005	$933.00
HQ1002	COMPUTER, PENTIUM III	7025010000568	S702	1593006	$3,101.00
HQ1002	COMPUTER, PENTIUM II	7025010001217	S702	933404	$5,365.00
HQ1002	PRINTER, LASER	7025010032221	S702	1593007	$4,622.00
HQ1002	SERVER	7025011725133	S702	1593008	$110,000.00

Deleting Columns

If you decide that you do not want a column to be displayed in your query, you can simply delete it.

1. Highlight the **Bar Cd** by clicking once in the heading area.
2. Depress the **Delete** key on your keyboard.

Example of the finished report:



UIC	Nomen	StockNbr	HRHNbrMj	Actual_Cost
HQ1001	TRK CGO 1/2T 6000	2320010907891	S701	$27,439.00
HQ1001	LATHE, ENGINE	3411001364013	S701	$11,508.00
HQ1001	COPIER SYS XEROX	3610011297764	S701	$13,566.00
HQ1001	TRK LF 6000LB LT-60RS	3930000251015	S701	$27,633.00
HQ1001	TELEPHONE, STU III	518000N000927	S701	$1.00
HQ1001	BARCODE READER	58383311PLM	S701	$2,532.00
HQ1001	ANSWERING MACHINE	701000N452825	S701	$232.00
HQ1001	MONITOR, 19" COLOR	7025000001952	S701	$933.00
HQ1001	COMPUTER, PENTIUM III	7025010000568	S701	$3,101.00
HQ1001	COMPUTER, PENTIUM II	7025010001217	S701	$5,365.00
HQ1001	PRINTER, LASER	7025010032221	S701	$4,622.00
HQ1001	SERVER	7025011725133	S701	$110,000.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	$499.00
HQ1001	HANDHELD COMPUTER	702501N000433	S701	$499.00
HQ1002	TRK CGO 1/2T 6000	2320010907891	S702	$27,439.00
HQ1002	LATHE, ENGINE	3411001364013	S702	$11,508.00
HQ1002	COPIER SYS XEROX	3610011297764	S702	$13,566.00
HQ1002	TRK LF 6000LB LT-60RS	3930000251015	S702	$27,633.00
HQ1002	TELEPHONE, STU III	518000N000927	S702	$1.00
HQ1002	BARCODE READER	58383311PLM	S702	$2,532.00
HQ1002	ANSWERING MACHINE	701000N452825	S702	$232.00
HQ1002	MONITOR, 19" COLOR	7025000001952	S702	$933.00
HQ1002	COMPUTER, PENTIUM III	7025010000568	S702	$3,101.00
HQ1002	COMPUTER, PENTIUM II	7025010001217	S702	$5,365.00
HQ1002	PRINTER, LASER	7025010032221	S702	$4,622.00
HQ1002	SERVER	7025011725133	S702	$110,000.00

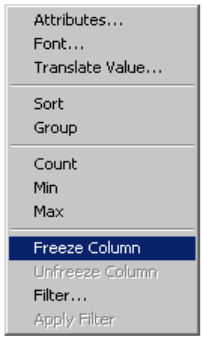
Freezing/Unfreezing Column Headings

When your query has numerous columns, it may be impossible to view them all at one time. Freezing a column(s) helps you identify the content(s) of the row(s). When you freeze a column(s), they are moved to the left-most position of your query. As you scroll to the right, the column(s) that you freeze will stay in place, but the other columns will move. Unfreezing will return your query to its original state.

1. Using the table below, add the following fields:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Serial_Hand_Receipt	Serial Nbr Fund Cd Loc
Unit	Activity Name

2. Highlight the **HRH Nbr Mjr** field by clicking once in the heading area.
3. **Right-mouse** click to display the shortcut attributes menu.
4. Select **Freeze Column**.



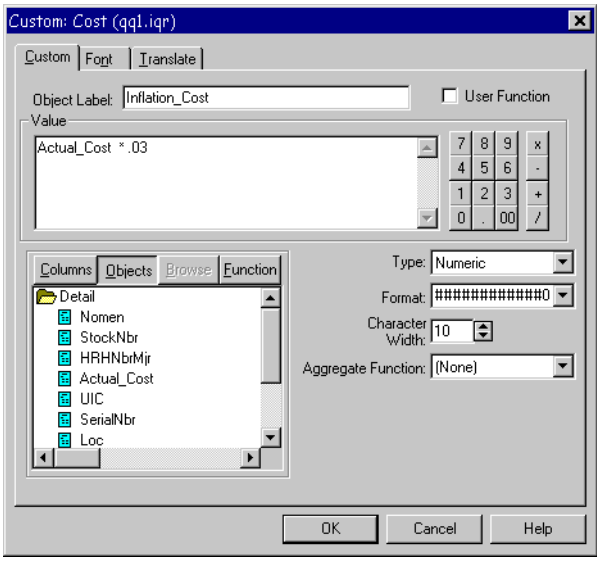
The HRH Nbr Mjr field is moved to the left-most position and there is a fine blue line separating the frozen column with the unfrozen columns.

5. Scroll to the right.

Notice how the HRH Nbr Mjr field does not move but the other fields move.

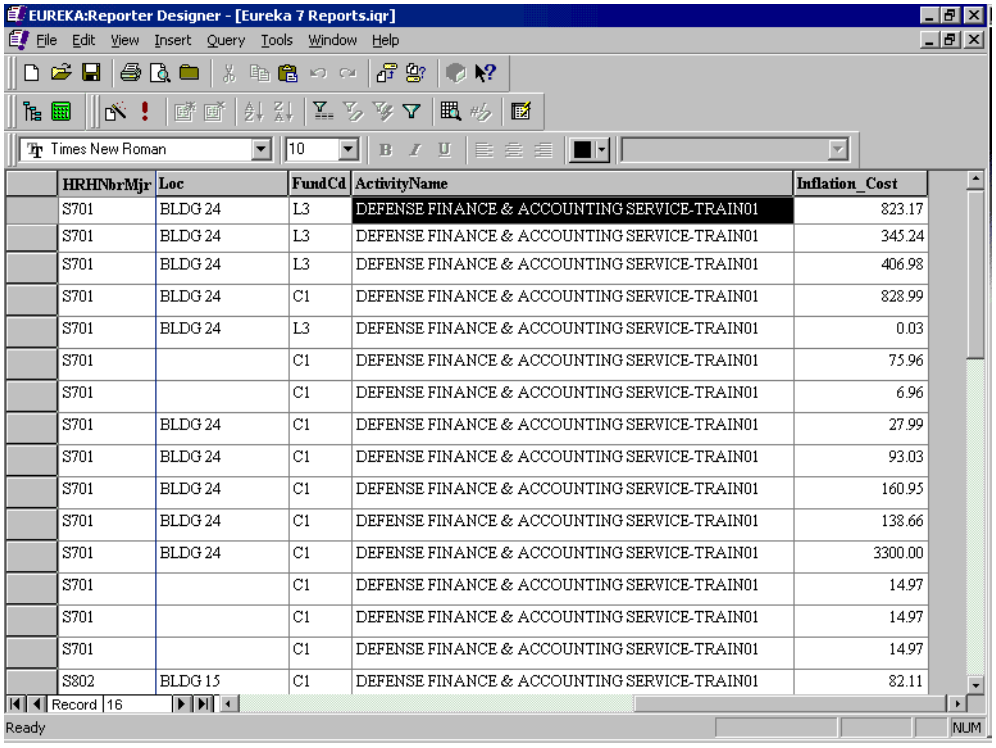
Adding Custom Columns

1. Select the custom column icon  or select **Insert** from the menu bar, and then select **Custom**.
2. Enter an Object Label of your choice.



3. **User Function:** Check this box if you want to pull in calculations that are not defined by the database administrator.
4. Double-click on the Detail folder.
5. Double-click on the **Actual Cost** field. You can choose values for your custom column either by selecting the **Columns** tab (this is the Object Directory) or clicking on the **Detail** folder (these are the fields you selected for your report) or a combination of both.
6. Click on the **X** (multiply) button.
7. Enter **.03** (this is just the inflation amount). If you want the total inflated cost, the formula must be **Actual_Cost * 1.03**.

Example of the finished report:



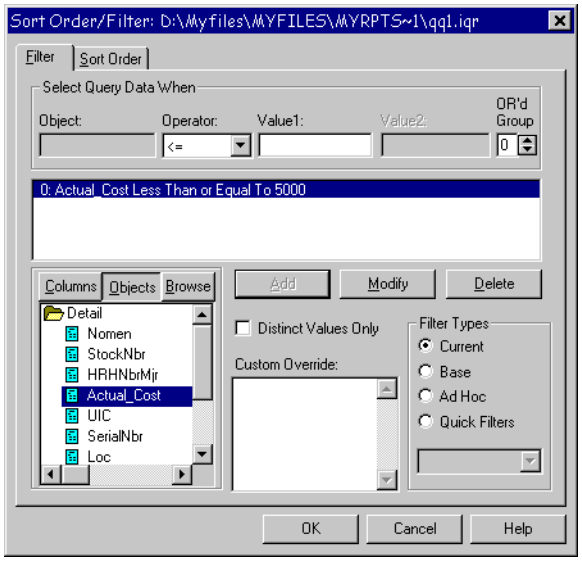
HRHNbrMjr	Loc	FundCd	ActivityName	Inflation_Cost
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	823.17
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	345.24
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	406.98
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	828.99
S701	BLDG 24	L3	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	0.03
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	75.96
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	6.96
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	27.99
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	93.03
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	160.95
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	138.66
S701	BLDG 24	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	3300.00
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	14.97
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	14.97
S701		C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	14.97
S802	BLDG 15	C1	DEFENSE FINANCE & ACCOUNTING SERVICE-TRAIN01	82.11

Applying Filters

Apply filter conditions to help narrow down database output so that it includes only the relevant data that you selected.

Filters are defined in the QuickQuery window using displayed values.

1. Click on the  icon.



2. Double-click on **Actual_Cost**.
3. Set the Operator to **<=** (**less than or equal to**).
4. Enter **5000** in Value1.

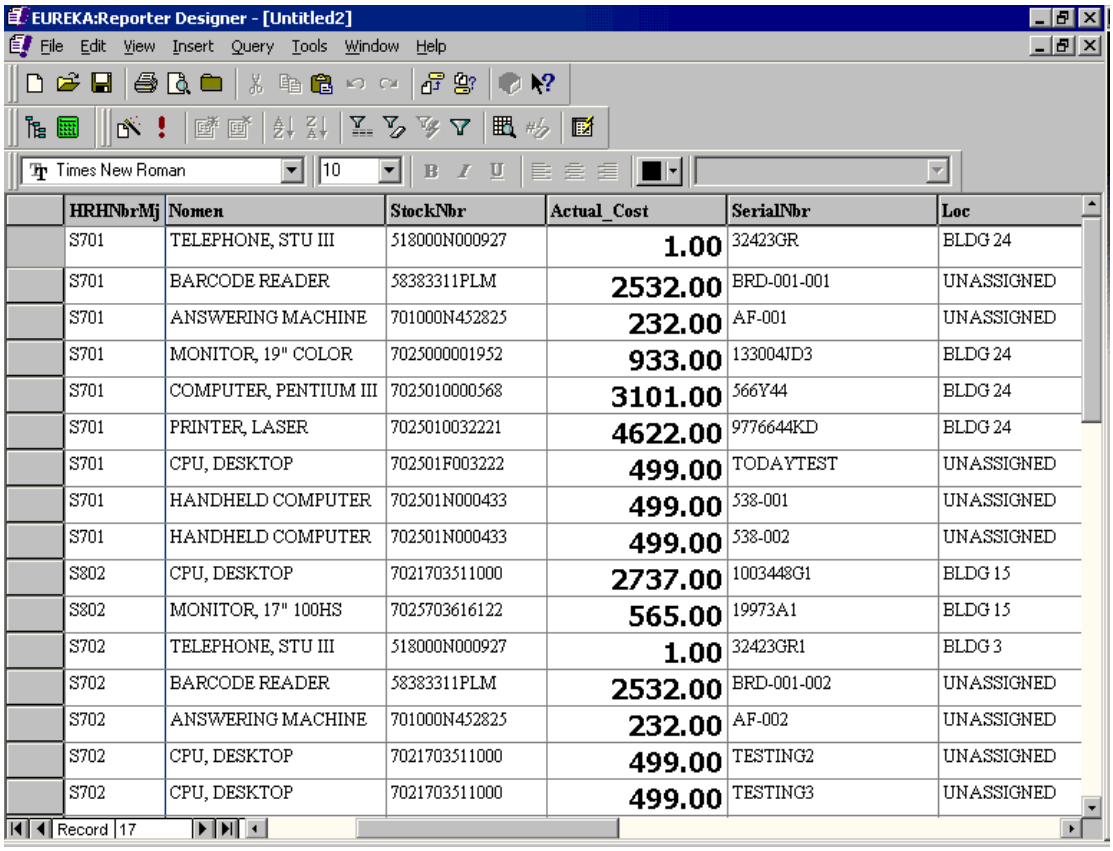
NOTE:
Remember the RULE for OR'd Group numbers on any two statements are the same, those two statements are connected by the **AND** condition. If the **OR'd Group** numbers on any two statements are different, those two statements are connected by the **OR** condition.

5. Click **Add** to activate the filter. If you have an existing filter and you need to change it, highlight the condition, change the condition and then click **Modify**. If you have an existing filter that you no longer need, highlight the condition and click **Delete**.
6. **Distinct Values Only:** Check this box when you want to eliminate any duplicate rows.
7. **Custom Override:** This displays any overriden SQL statements.

Filter Types	
Current	Displays the current filter(s) that is in effect.
Base	These are always in effect and have no conditions defined, and perform no filtering.
Ad Hoc	These are defined in the QuickQuery window using displayed values.
Quick	These are given a name and saved. These filters can only be created using the QuickQuery window.

8. Click **OK**.

Example of the finished report:



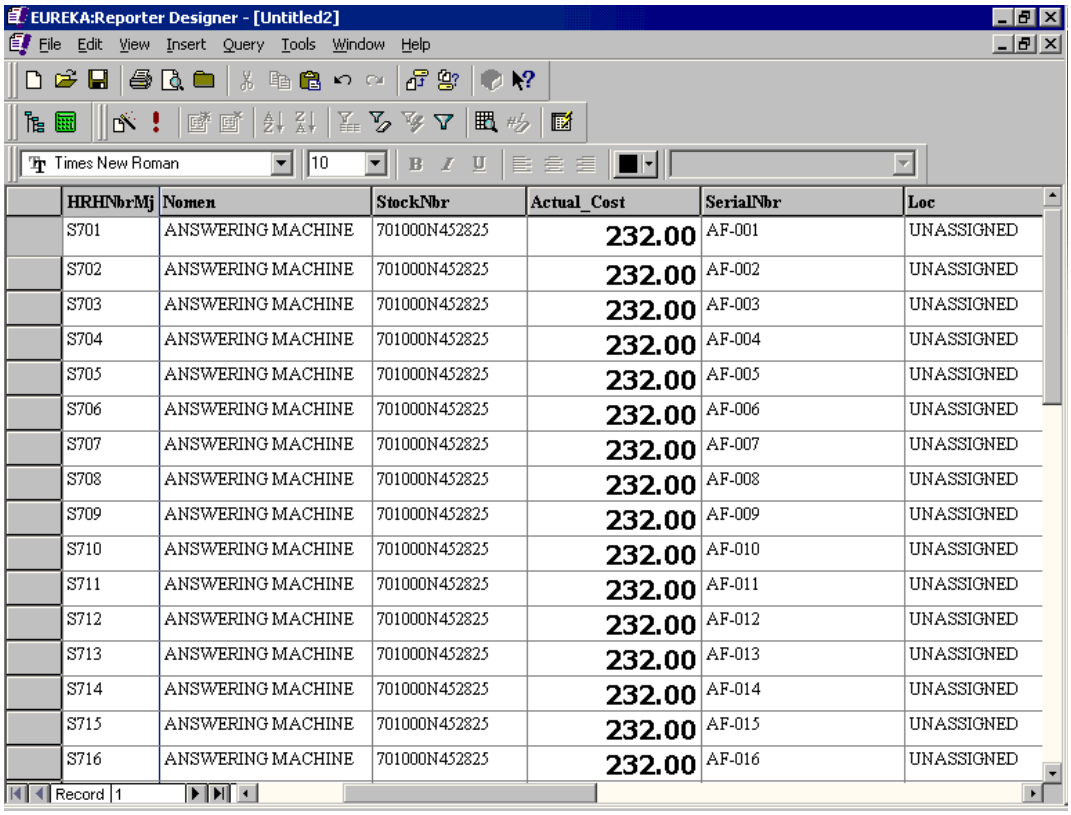
HRHNbrMj	Nomen	StockNbr	Actual_Cost	SerialNbr	Loc
S701	TELEPHONE, STU III	518000N000927	1.00	32423GR	BLDG 24
S701	BARCODE READER	58383311PLM	2532.00	BRD-001-001	UNASSIGNED
S701	ANSWERING MACHINE	701000N452825	232.00	AF-001	UNASSIGNED
S701	MONITOR, 19" COLOR	7025000001952	933.00	133004JD3	BLDG 24
S701	COMPUTER, PENTIUM III	7025010000568	3101.00	566Y44	BLDG 24
S701	PRINTER, LASER	7025010032221	4622.00	9776644KD	BLDG 24
S701	CPU, DESKTOP	702501F003222	499.00	TODAYTEST	UNASSIGNED
S701	HANDHELD COMPUTER	702501N000433	499.00	538-001	UNASSIGNED
S701	HANDHELD COMPUTER	702501N000433	499.00	538-002	UNASSIGNED
S802	CPU, DESKTOP	7021703511000	2737.00	1003448G1	BLDG 15
S802	MONITOR, 17" 100HS	7025703616122	565.00	19973A1	BLDG 15
S702	TELEPHONE, STU III	518000N000927	1.00	32423GR1	BLDG 3
S702	BARCODE READER	58383311PLM	2532.00	BRD-001-002	UNASSIGNED
S702	ANSWERING MACHINE	701000N452825	232.00	AF-002	UNASSIGNED
S702	CPU, DESKTOP	7021703511000	499.00	TESTING2	UNASSIGNED
S702	CPU, DESKTOP	7021703511000	499.00	TESTING3	UNASSIGNED

Sorting Columns

Use the **Sort** function when you want your data sorted in a particular order (ascending or descending).

1. Highlight the **Nomen** field by clicking once in the heading area.
2. Click on the  (to sort in ascending order) or  (to sort in descending order) from the toolbar.

Example of the finished report:



HRHNbrMj	Nomen	StockNbr	Actual_Cost	SerialNbr	Loc
S701	ANSWERING MACHINE	701000N452825	232.00	AF-001	UNASSIGNED
S702	ANSWERING MACHINE	701000N452825	232.00	AF-002	UNASSIGNED
S703	ANSWERING MACHINE	701000N452825	232.00	AF-003	UNASSIGNED
S704	ANSWERING MACHINE	701000N452825	232.00	AF-004	UNASSIGNED
S705	ANSWERING MACHINE	701000N452825	232.00	AF-005	UNASSIGNED
S706	ANSWERING MACHINE	701000N452825	232.00	AF-006	UNASSIGNED
S707	ANSWERING MACHINE	701000N452825	232.00	AF-007	UNASSIGNED
S708	ANSWERING MACHINE	701000N452825	232.00	AF-008	UNASSIGNED
S709	ANSWERING MACHINE	701000N452825	232.00	AF-009	UNASSIGNED
S710	ANSWERING MACHINE	701000N452825	232.00	AF-010	UNASSIGNED
S711	ANSWERING MACHINE	701000N452825	232.00	AF-011	UNASSIGNED
S712	ANSWERING MACHINE	701000N452825	232.00	AF-012	UNASSIGNED
S713	ANSWERING MACHINE	701000N452825	232.00	AF-013	UNASSIGNED
S714	ANSWERING MACHINE	701000N452825	232.00	AF-014	UNASSIGNED
S715	ANSWERING MACHINE	701000N452825	232.00	AF-015	UNASSIGNED
S716	ANSWERING MACHINE	701000N452825	232.00	AF-016	UNASSIGNED

Grouping/Ungrouping Columns

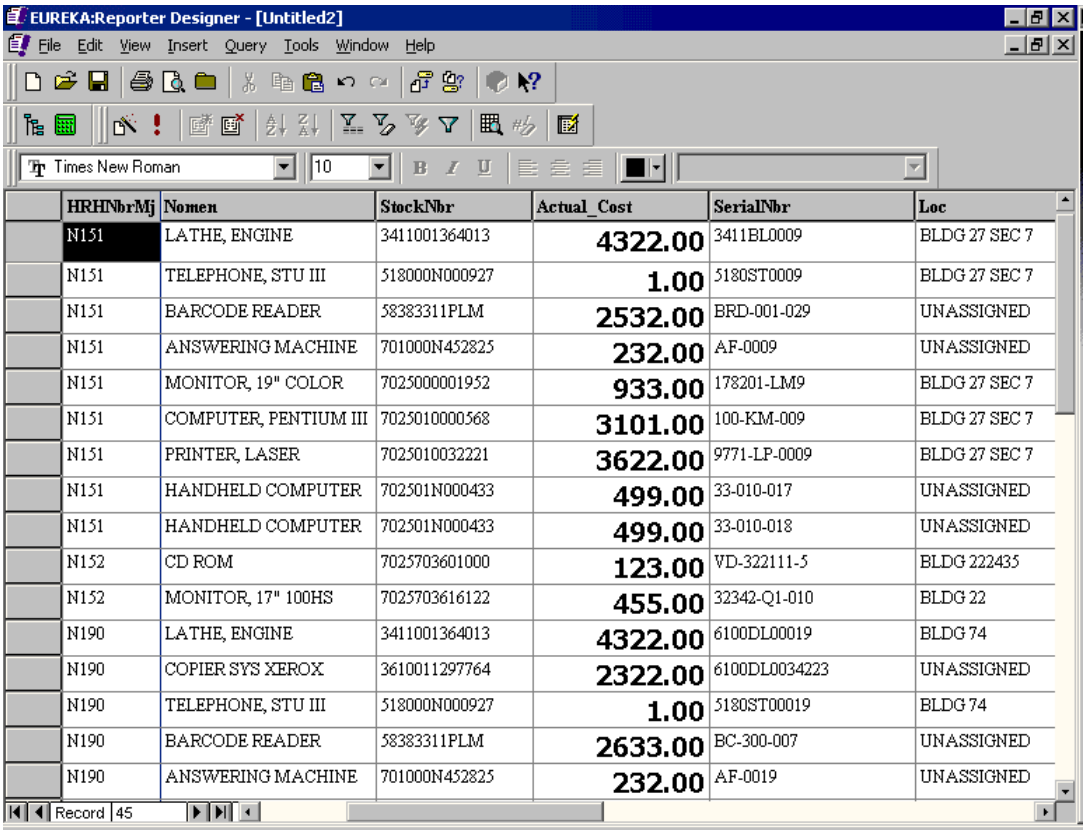
Use the **Group** function when you want your data grouped by like items.

1. Highlight the **HRH Nbr Mjr** by clicking once in the heading area.
2. **Right-mouse** click to display the shortcut attributes menu.
3. Select **Group**.

- OR -

4. Click on the  button from the toolbar. (If you want to ***ungroup***, simply highlight the grouped column and click on the  button.
5. Save your report as **QQGROUP**.
6. Close your report.

Example of the finished report:



HRHNbrMj	Nomen	StockNbr	Actual_Cost	SerialNbr	Loc
N151	LATHE, ENGINE	3411001364013	4322.00	3411BL0009	BLDG 27 SEC 7
N151	TELEPHONE, STU III	518000N000927	1.00	5180ST0009	BLDG 27 SEC 7
N151	BARCODE READER	58383311PLM	2532.00	BRD-001-029	UNASSIGNED
N151	ANSWERING MACHINE	701000N452825	232.00	AF-0009	UNASSIGNED
N151	MONITOR, 19" COLOR	7025000001952	933.00	178201-LM9	BLDG 27 SEC 7
N151	COMPUTER, PENTIUM III	7025010000568	3101.00	100-KM-009	BLDG 27 SEC 7
N151	PRINTER, LASER	7025010032221	3622.00	9771-LP-0009	BLDG 27 SEC 7
N151	HANDHELD COMPUTER	702501N000433	499.00	33-010-017	UNASSIGNED
N151	HANDHELD COMPUTER	702501N000433	499.00	33-010-018	UNASSIGNED
N152	CD ROM	7025703601000	123.00	VD-322111-5	BLDG 222435
N152	MONITOR, 17" 100HS	7025703616122	455.00	32342-Q1-010	BLDG 22
N190	LATHE, ENGINE	3411001364013	4322.00	6100DL00019	BLDG 74
N190	COPIER SYS XEROX	3610011297764	2322.00	6100DL0034223	UNASSIGNED
N190	TELEPHONE, STU III	518000N000927	1.00	5180ST00019	BLDG 74
N190	BARCODE READER	58383311PLM	2633.00	BC-300-007	UNASSIGNED
N190	ANSWERING MACHINE	701000N452825	232.00	AF-0019	UNASSIGNED

Activity: QuickQuery Without The Query Wizard

Student Hands-On With Instructor Direction

Unit of Study: QuickQuery (without the Wizard)

Application: This activity will be used to apply what you have learned in the previous lesson. You will build a query without the wizard and then use various functions to manipulate your data.

Report Type: This report will display assets with acquisition cost, filtered by major hand receipt holder number and grouped by nomenclature.

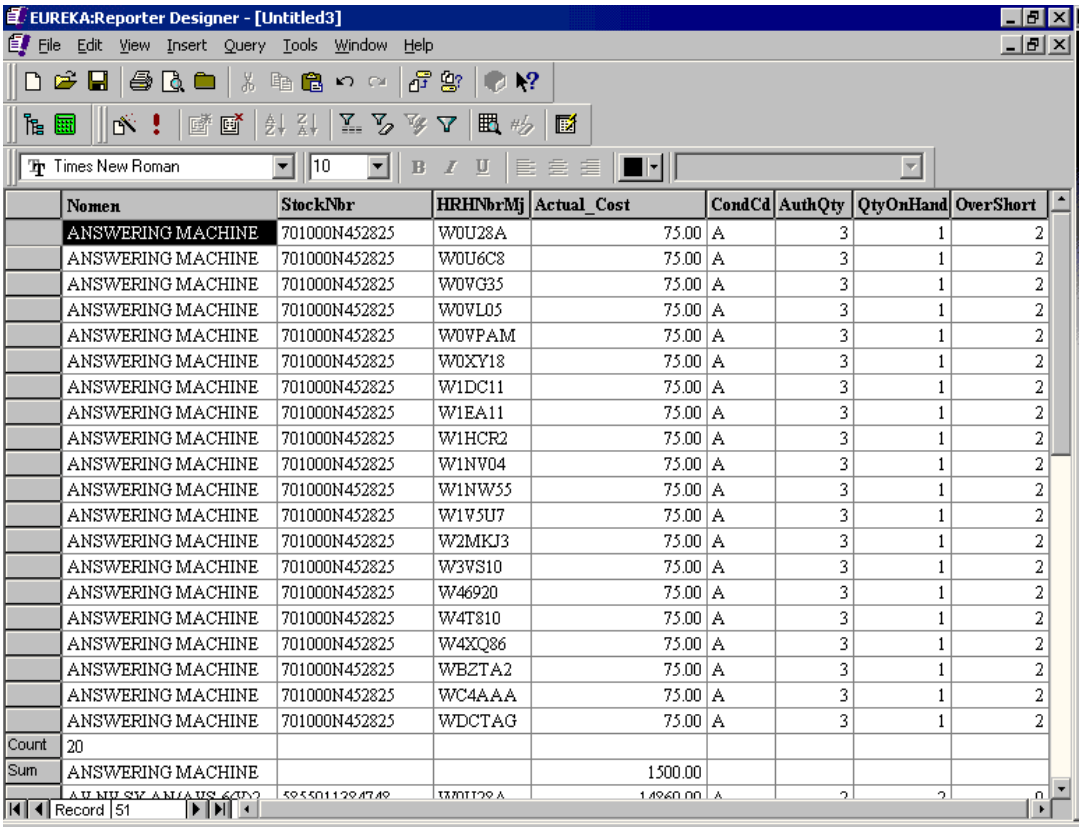
Instructions:

1. Open a new QuickQuery report without the Wizard.
2. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL		
FOLDER(S)	**DATA ELEMENT(S)**	
Catalog	ARC	Stock Nbr
	Nomen	
Hand_Receipt_Holder	HRH Nbr Mjr	
Serial_Hand_Rcpt.-Auth	Acq Cost	Auth Qty
	Cond Cd	Qty On Hand

3. Change the name of **Acq Cost** to Actual Cost or a comparable term.
4. Delete the **ARC**.
5. Group on the **Nomen**.
6. Count on the **Nomen**.
7. Build a Custom Column labeled **Over/Short**.
8. Subtract the **Qty On Hand** from **Auth Qty**, which will equal the Over/Short column.
9. Filter for **HRH Nbr Mjr** Like W*.
10. Sum on the **Acq Cost**.
11. Save the report in the *Eureka* folder on your Desktop as **QQACTY**.
12. Close the report.

Example of finished report:



	Nomen	StockNbr	HRHNbrMj	Actual_Cost	CondCd	AuthQty	QtyOnHand	OverShort
	ANSWERING MACHINE	701000N452825	W0U28A	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0U6C8	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0VG35	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0VL05	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0VPAM	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W0XY18	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1DC11	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1EA11	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1HCR2	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1NV04	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1NW55	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W1V5U7	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W2MKJ3	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W3VS10	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W46920	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W4T810	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	W4XQ86	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	WBZTA2	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	WC4AAA	75.00	A	3	1	2
	ANSWERING MACHINE	701000N452825	WDCTAG	75.00	A	3	1	2
Count	20							
Sum	ANSWERING MACHINE			1500.00				

Record 51

Skill Builder: QuickQuery Without The Query Wizard

Objectives: You will:

- Review Building a QuickQuery Without The Query Wizard (Exercise below)
- Discussion Questions
- Practical Exercise to build a QuickQuery Without The Query Wizard

Complete the following exercise:

1. Outline the steps to perform when setting your preference for Manual Re-Query

   a. _____ c. _____

   b. _____ d. _____

2. What action(s) take place when you depress the F2 key?

3. You cannot change the name of a column heading. **(True or False)**

   True _____ False _____

4. To delete a column, you first _____ the column then depress the _____ key on your keyboard.

5. When your query has too many columns, it may be impossible to view them all at one time. _____ a column helps you identify the content(s) of the row(s).

6. _____ _____ are used when you want to apply values to a query that are not available in the database.

7. You display the shortcut attributes menu by doing a _____ _____ with your _____.

8. Where is the keypad located that enables you to create numerical calculations?

   _____

Discussion Questions:

1. **Review the Grouping/Ungrouping Column Function.**
2. **Discuss why you would use and what are the advantages of QuickQuery without using the Query Wizard.**
3. **Describe the Ad Hoc Filtering process.**

Practical Exercise: QuickQuery Without The Query Wizard

Independent Student Report

Unit of Study: Building A QuickQuery Without The Query Wizard

Application: This activity will be used to apply what you have learned in the previous lesson. You will build a query without the wizard and then use various functions to manipulate your data.

Report Type: Asset listing by major hand receipt holders beginning with "W", grouped by nomenclature, displaying actual dollars or quantity on hand.

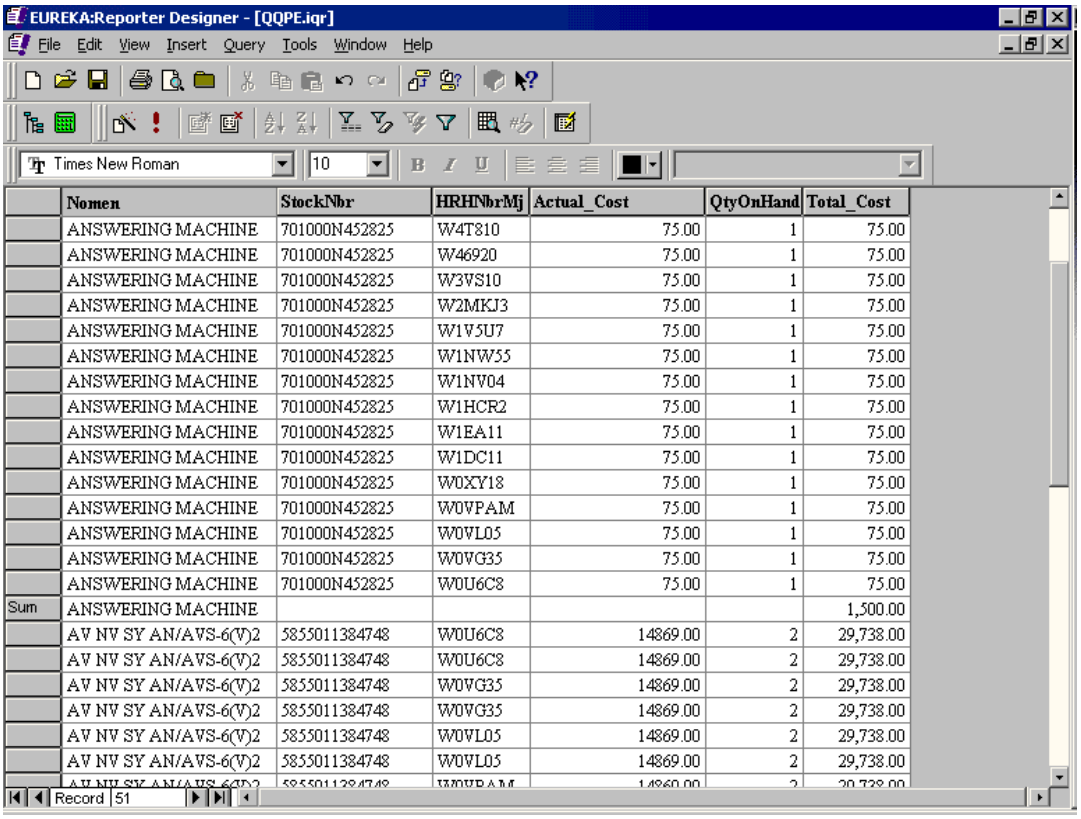
Instructions:

1. Open a new QuickQuery report without the Wizard.
2. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Catalog	Nomen Local Use Stock Nbr
Hand_Receipt_Holder	HRH Nbr Mjr
Serial_Hand_Receipt	Acq Cost
Serial_Hand_Rcpt.-Auth.	Qty On Hand

3. Change the name of the **Acq Cost** column.
4. Delete the **Local Use** column.
5. Group on **Nomen**.
6. Build a Custom column labeled **Total Cost**.
7. Multiply **Qty On Hand** by **Acq Cost**.
8. Change the Format to **Windows Numeric**.
9. Filter on **HRH Nbr Mjr** Like W*.
10. Sum for on the Custom column.
11. Save the report to the *Eureka* folder on your Desktop as **QQPE**.
12. Close your report.

Example of the finished Report:



	Nomen	StockNbr	HRHNbrMj	Actual_Cost	QtyOnHand	Total_Cost
	ANSWERING MACHINE	701000N452825	W4T810	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W46920	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W3VS10	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W2MKJ3	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1V5U7	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1NW55	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1NV04	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1HCR2	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1EA11	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W1DC11	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0XY18	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0VPAM	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0VL05	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0VG35	75.00	1	75.00
	ANSWERING MACHINE	701000N452825	W0U6C8	75.00	1	75.00
Sum	ANSWERING MACHINE					1,500.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0U6C8	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0U6C8	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VG35	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VG35	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VL05	14869.00	2	29,738.00
	AV NV SY AN/AVS-6(V)2	5855011384748	W0VL05	14869.00	2	29,738.00

Building A Summary QuickQuery

Unit of Study: Creating Summary Documents. A Summary Document provides summary information instead of detailed information. This reduces the amount of detail—multiple rows are aggregated together.

Application: This report is used when only summary information is requested.

Report Type: A summary report of all Hand Receipt Holders showing the total value of all their assets.

Activity: Student Hands-On with Instructor direction

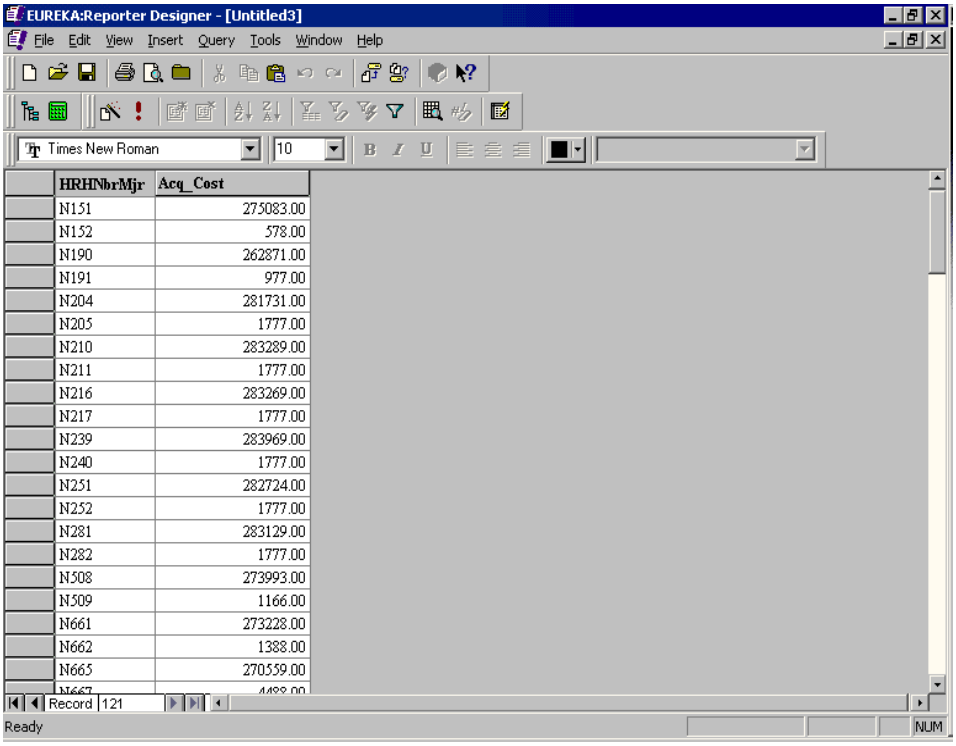
Instructions:

1. Open a new QuickQuery report without the Wizard.
2. Depress the **F2 Function Key** if your object directory is not open.
3. Select the following fields for your QuickQuery report:

BUSINESS VIEW: END ITEM SERIAL	
FOLDER(S)	**DATA ELEMENT(S)**
Quick_Start!	HRH Nbr Mjr Acq Cost

4. Double-click on the **Acq Cost** column heading.
5. Click on the drop down arrow for the Aggregate Function.
6. Scroll and select **Sum**.
7. Click OK.
8. View report.
9. Close the report.
10. **DO NOT** save the report.

Example of the finished report:



HRHNbrMjr	Acq_Cost
N151	275083.00
N152	578.00
N190	262871.00
N191	977.00
N204	281731.00
N205	1777.00
N210	283289.00
N211	1777.00
N216	283269.00
N217	1777.00
N239	283969.00
N240	1777.00
N251	282724.00
N252	1777.00
N281	283129.00
N282	1777.00
N508	273993.00
N509	1166.00
N661	273228.00
N662	1388.00
N665	270559.00

Building A Quick Filter In QuickQuery

Unit of Study: Creating Quick Filters in your QuickQuery Documents.

Application: Use this function when you want to reduce the amount of detail information on your query.

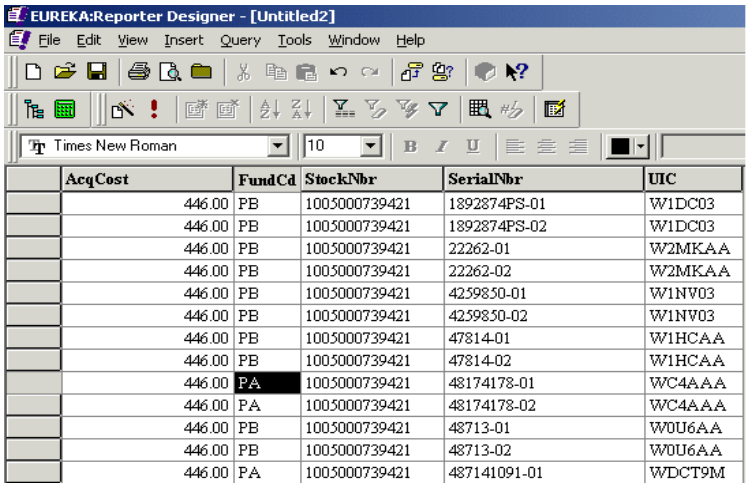
Report Type: UIC total dollar amounts under each individual fund code.

Activity: Student Hands-On with Instructor direction

Instructions:

1. Open a new QuickQuery report without the wizard.
2. Depress the **F2 Function Key** if your object directory is not open.
3. Select the following fields for your QuickQuery report:

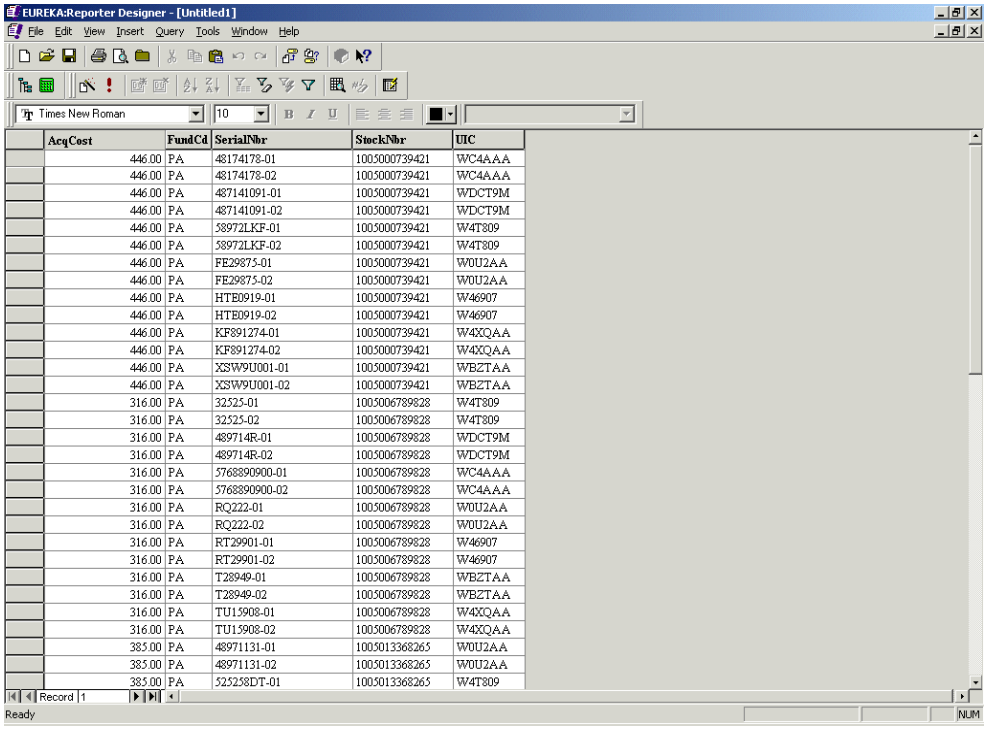
BUSINESS VIEW: DEPRECIATION EXPENSE		
FOLDER	**DATA ELEMENTS**	
Catalog	Stock Nbr	
Serial_Hand_Receipt	Acq Cst	Serial Nbr
	Fund Cd	UIC



	AcqCost	FundCd	StockNbr	SerialNbr	UIC
	446.00	PB	1005000739421	1892874PS-01	W1DC03
	446.00	PB	1005000739421	1892874PS-02	W1DC03
	446.00	PB	1005000739421	22262-01	W2MKAA
	446.00	PB	1005000739421	22262-02	W2MKAA
	446.00	PB	1005000739421	4259850-01	W1NV03
	446.00	PB	1005000739421	4259850-02	W1NV03
	446.00	PB	1005000739421	47814-01	W1HCAA
	446.00	PB	1005000739421	47814-02	W1HCAA
	446.00	PA	1005000739421	48174178-01	WC4AAA
	446.00	PA	1005000739421	48174178-02	WC4AAA
	446.00	PB	1005000739421	48713-01	W0U6AA
	446.00	PB	1005000739421	48713-02	W0U6AA
	446.00	PA	1005000739421	487141091-01	WDCT9M

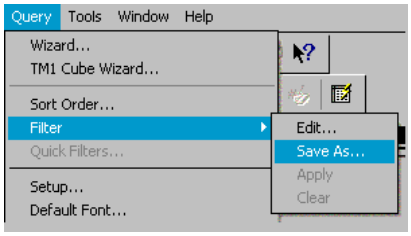
4. In the Fund Code Column, highlight one cell of Fund Code **PA**.
5. Click on  (Apply Filter Icon). This will apply a filter to the current section. This action will automatically filter your report to show only the assets with the fund code of PA.

Example of the finished report:

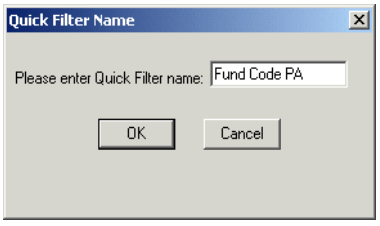


AcqCost	FundCd	SerialNbr	StockNbr	UIC
446.00	PA	48174178-01	1005000739421	WC4AAA
446.00	PA	48174178-02	1005000739421	WC4AAA
446.00	PA	487141091-01	1005000739421	WDCT9M
446.00	PA	487141091-02	1005000739421	WDCT9M
446.00	PA	58972LKF-01	1005000739421	W4T809
446.00	PA	58972LKF-02	1005000739421	W4T809
446.00	PA	FE29875-01	1005000739421	W0U2AA
446.00	PA	FE29875-02	1005000739421	W0U2AA
446.00	PA	HTE0919-01	1005000739421	W46907
446.00	PA	HTE0919-02	1005000739421	W46907
446.00	PA	KF891274-01	1005000739421	W4XQAA
446.00	PA	KF891274-02	1005000739421	W4XQAA
446.00	PA	XSW9U001-01	1005000739421	WBZTAA
446.00	PA	XSW9U001-02	1005000739421	WBZTAA
316.00	PA	32525-01	1005006789828	W4T809
316.00	PA	32525-02	1005006789828	W4T809
316.00	PA	489714R-01	1005006789828	WDCT9M
316.00	PA	489714R-02	1005006789828	WDCT9M
316.00	PA	5768890900-01	1005006789828	WC4AAA
316.00	PA	5768890900-02	1005006789828	WC4AAA
316.00	PA	RQ222-01	1005006789828	W0U2AA
316.00	PA	RQ222-02	1005006789828	W0U2AA
316.00	PA	RT29901-01	1005006789828	W46907
316.00	PA	RT29901-02	1005006789828	W46907
316.00	PA	T28949-01	1005006789828	WBZTAA
316.00	PA	T28949-02	1005006789828	WBZTAA
316.00	PA	TU15908-01	1005006789828	W4XQAA
316.00	PA	TU15908-02	1005006789828	W4XQAA
385.00	PA	48971131-01	1005013368265	W0U2AA
385.00	PA	48971131-02	1005013368265	W0U2AA
385.00	PA	525258DT-01	1005013368265	W4T809

6. At the menu bar, select **Query>Filter>Save As**.



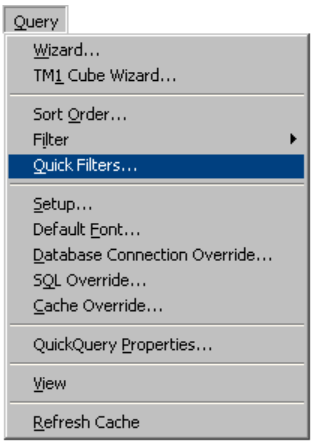
7. The Filter Name Screen will come up. Enter **Fund Code PA** in the window.



8. Click **OK**.

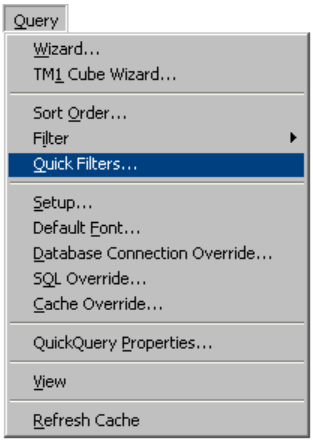
9. Click on  (Clear Filter Icon). This action will clear your document of the Quick Filter.

10. At the menu bar select **Query>Quick Filters…**



This will bring up the Quick Filter Screen that will list your Quick Filter. From here you can select the listed filter and it will apply it to your document.

11. Highlight **Fund Code 98**.
12. Click **OK**. Your document is now filtered again by the fund code of 98.



13. Clear the filter by using the Clear Filter Icon.
14. Repeat the process for Fund Code PA (start at Step 4 through Step 8).
15. After filtering by PA, save your report as **QQFILTER**, we will be using it in the next exercise.

Building Translate Values Using QuickQuery

Unit of Study: Creating Translate Values within a Document.

Application: Value translations allow you to substitute one value for another.

You can use value translations to:

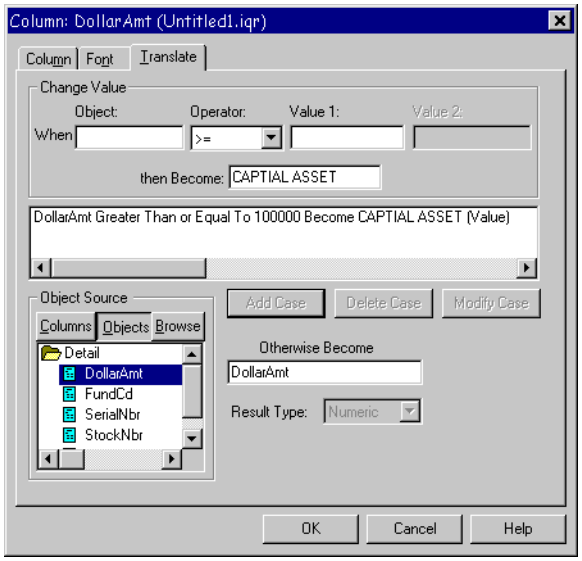
- Replace a technical term or code with a familiar term
- Draw attention to a significant value
- Add more information about certain values
- Express a numerical month as an alphabetic month

Report Type: Continuation of fund code report (QQFILTER) translating dollar amount.

Activity: Student Hands-On with Instructor direction

Instructions:

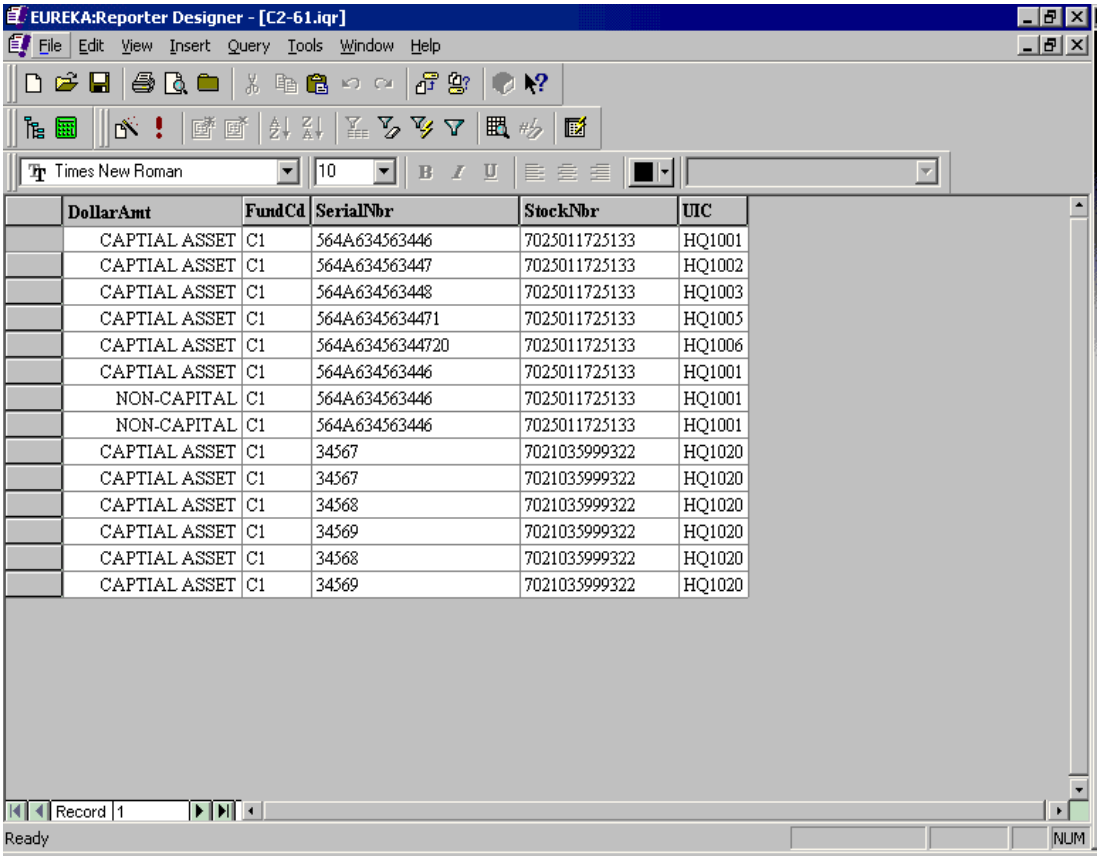
1. If closed, open **QQFILTER** report.
2. Double-click on the Dollar Amt column heading.
3. The Column Dollar Amt window will appear.
4. Select the **Translate** tab.
5. Double-click on the **Detail** folder in the Object Source.
6. Double-click on **Dollar Amt** to move it to the Object field.
7. Set the Operator to **>=** (**greater than or equal to**).
8. Enter **100000** in Value1.
9. **Then Become:** Enter "**CAPITAL ASSET**".
10. Click Add Case.
11. **Otherwise Become:** Enter "**NON-CAPITAL**".



Cases	
Add Case	Activates your condition.
Delete Case	This will remove an existing condition. You will need to highlight the case first before you select this button.
Modify Case	This will allow you to make a change to an existing condition. You will need to highlight the case first before you select this button.

12. Click **OK**.
13. Save your report.
14. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

Example of the finished report:



DollarAmt	FundCd	SerialNbr	StockNbr	UIC
CAPTIAL ASSET	C1	564A634563446	7025011725133	HQ1001
CAPTIAL ASSET	C1	564A634563447	7025011725133	HQ1002
CAPTIAL ASSET	C1	564A634563448	7025011725133	HQ1003
CAPTIAL ASSET	C1	564A6345634471	7025011725133	HQ1005
CAPTIAL ASSET	C1	564A63456344720	7025011725133	HQ1006
CAPTIAL ASSET	C1	564A634563446	7025011725133	HQ1001
NON-CAPITAL	C1	564A634563446	7025011725133	HQ1001
NON-CAPITAL	C1	564A634563446	7025011725133	HQ1001
CAPTIAL ASSET	C1	34567	7021035999322	HQ1020
CAPTIAL ASSET	C1	34567	7021035999322	HQ1020
CAPTIAL ASSET	C1	34568	7021035999322	HQ1020
CAPTIAL ASSET	C1	34569	7021035999322	HQ1020
CAPTIAL ASSET	C1	34568	7021035999322	HQ1020
CAPTIAL ASSET	C1	34569	7021035999322	HQ1020

Exporting Your Query

INTRODUCTION

If you want to share your query or output document with someone who does not have the *Eureka* software, then you can export the data to another application.

Exporting a document creates a file in the format you choose. You can export from QuickQuery windows, FreeForm windows, and output windows.

When you export from a FreeForm window or QuickQuery window, *Eureka* Reporter Designer submits the query, formats the data if necessary, and exports your document.

When you export from an output window, *Eureka* Reporter Designer exports the already-created output.

Reports or data can be sent to a comma-delimited files, or most commonly to a text, Excel, or HTML file.

OBJECTIVES

To show how a user can provide the results of a *Eureka* Report electronically to someone who does not have *Eureka* on their PC.

APPLICATION

The most common use of this function is to send information which a user pulls out of *Eureka* , and wants to share it electronically with someone who does not have *Eureka* installed, but does use a type of file, like Excel or an Internet Browser (HTML).

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

Student Hands-On with Instructor direction

REPORT TYPE

We will use the Fund Code report (**QQFILTER**) for exporting.

STEPS TO PERFORM ACTION

1. If closed, open the report named **QQFILTER**.
2. Select the Export icon  .

-OR-

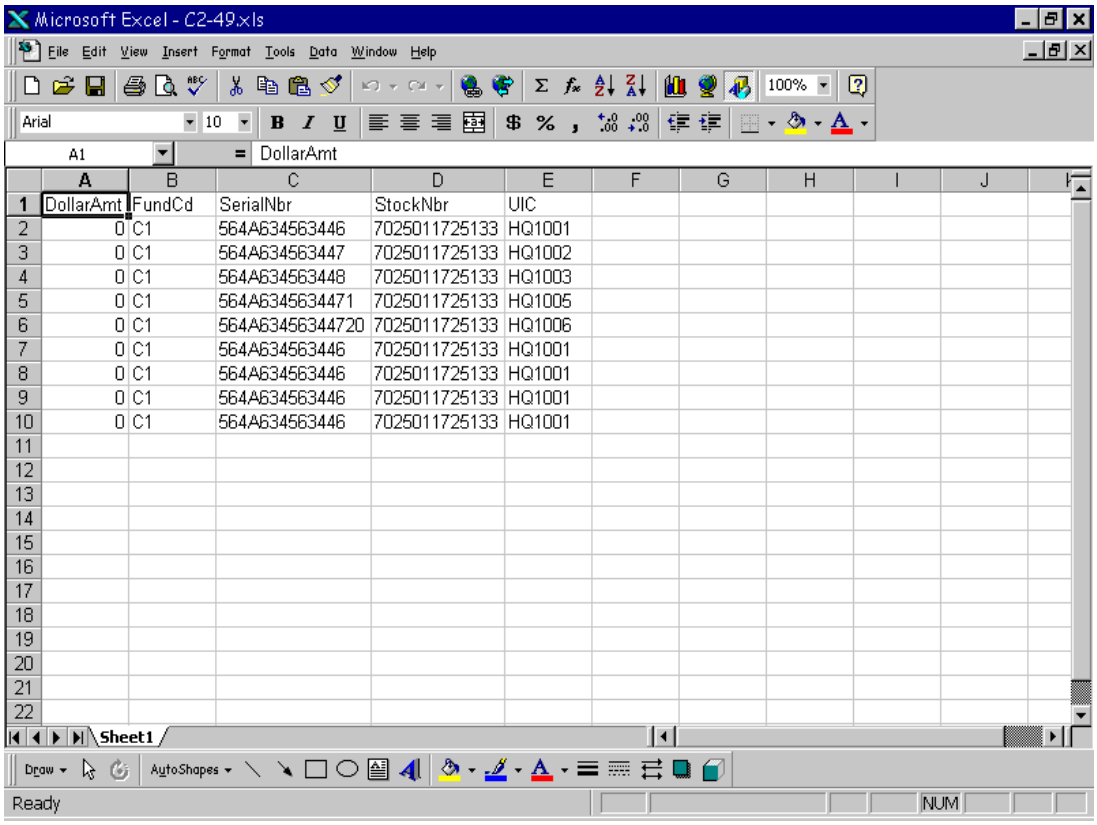
3. Select **File** from the menu bar.
4. Select **Export...** from the program group.
5. Change **Save in** to **Desktop**.
6. Change **Save as type** to **Excel File (*.xls)**.
7. Click **Export**.

If you have any quick filters in your report, the Quick Filter selection window will display. If this happens, just click OK.

NOTE:
There are several different formats that you can export to (i.e., HTML, text file, Excel file).

8. Close your report.
9. Double-click on **QQFILTER.xls** from your Desktop.

Example of the finished report:



	A	B	C	D	E
1	DollarAmt	FundCd	SerialNbr	StockNbr	UIC
2	0	C1	564A634563446	7025011725133	HQ1001
3	0	C1	564A634563447	7025011725133	HQ1002
4	0	C1	564A634563448	7025011725133	HQ1003
5	0	C1	564A6345634471	7025011725133	HQ1005
6	0	C1	564A63456344720	7025011725133	HQ1006
7	0	C1	564A634563446	7025011725133	HQ1001
8	0	C1	564A634563446	7025011725133	HQ1001
9	0	C1	564A634563446	7025011725133	HQ1001
10	0	C1	564A634563446	7025011725133	HQ1001

Emailing Your Query

INTRODUCTION

It is possible to share query/report results with others by attaching the query/report to an electronic mail.

OBJECTIVES

To practice and learn how to attach files to electronic mail.

APPLICATION

Used to email your queries to other users.

REPORT TYPE

Fund Code report (**QQFILTER**).

PREREQUISITES

Eureka Reporter Designer is appropriately loaded and configured.

ACTIVITY

Instructor-led lecture

STEPS TO PERFORM ACTION

If the recipient is located on your email server, use these steps:

1. Open the **QQFILTER** report.
2. Select **File** from the menu bar.
3. Select **Send Mail...** from the program group.

If the recipient is **NOT** located on your email server, you will need to open your email application and type in the recipient's email address and send the query as an attachment.

Page Setup

INTRODUCTION

Setting up your page allows you to control the appearance of your document through several page options, including titles, page numbers, layout, margins, borders, headers and footers, background images, etc.

OBJECTIVES

To practice and learn how to change the page setup.

APPLICATION

Used to set up page headers, footers, page numbers, etc.

REPORT TYPE

None

PREREQUISITES

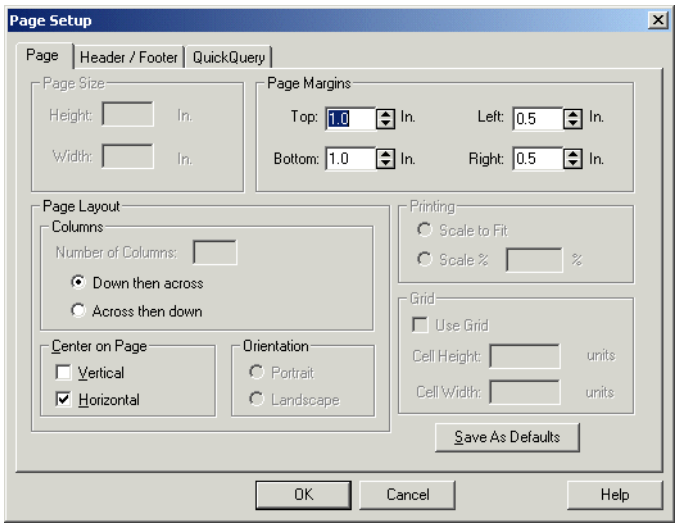
None

ACTIVITY

Instructor-led lecture

STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Page Setup...** from the program group.



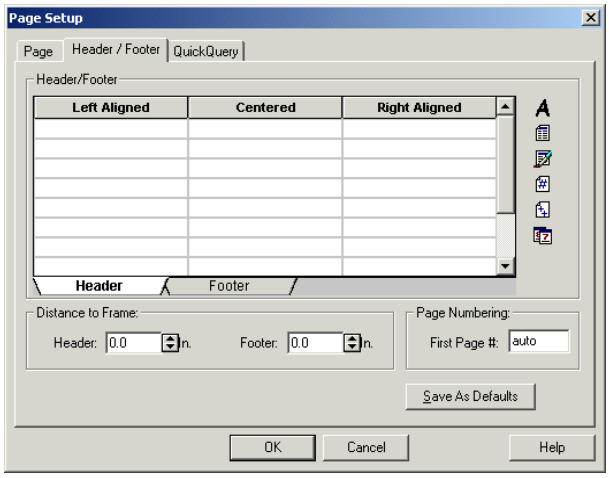
STEP 1:

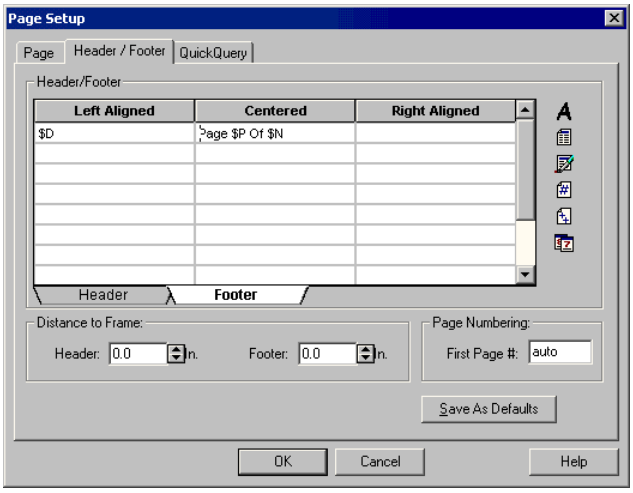
a. **Page Size:** This option is not available in QuickQuery.
b. **Page Margins:** Your page margins are defaulted to the current Windows settings, but you can change, if needed.
c. **Page Layout:** Page layout controls how documents that are wider than your printer's page size are printed (when they are not scaled to fit the page).
d. **Printing:** This option is not available in QuickQuery.
e. **Center on Page:** Select how you want your output displayed on you page.
f. **Orientation:** This option is not available in QuickQuery.

g. **Grid:** This option is not available in QuickQuery.
h. Select the **Header/Footer** tab.

STEP 2:

a. Click the location where you want to insert the item (for example, if you want it centered on the first line of the header, select the header page and click in the first cell under **Centered**.
b. Use the tools along the side of the screen to change the font, enter the application name, file name, add page numbers, and add the date to your report.
c. Click the **Footer** tab.





STEP 3:

The default is to print the date and time on the bottom left and then the page number on the right. These can be changed.

a. Delete the page number from **Right Aligned**.
b. Click in the first cell of the **Centered** column.
c. Enter **Page** and then add a space.
d. Click on  .
e. Position your cursor after the **$P**.
f. Enter **Of** and add a space.
g. Click on  . This will cause your page numbers to read: **Page X of XX**.
h. **Distance to Frame:** To change the distance between the header or footer and the frame containing the QuickQuery, enter the distance you need in the Header and Footer boxes.
i. **Page Numbering:** If you wish the page numbering to begin with a specific number other than 1, enter it in this box.
j. Select the **QuickQuery** tab.

STEP 4:

a. **Titles and Gridlines: Check** or **uncheck** the desired title or gridline box to control the appearance of your query for printing.
b. **Save As Defaults:** If you want to save your settings to use with future queries, click this button.
c. Click **OK**.